

The Round Lake Area Library is subject to the requirements of the American with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the library at 546-7060 (Voice) or 546-7064 (TDD/TT) promptly to allow the library to make reasonable accommodation. The library is located at 906 Hart Road in Round Lake, IL

**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
MEETING ROOM
February 28, 2018 – 6:30 p.m.**

All matters on the agenda may be discussed, amended, and acted upon, regardless of placement.

1. Call to Order

President Anne Richmond called the meeting to order at 6:32 p.m.

2. Roll Call

Laura Frye P
Debbie Jones P
Diane Klein P
Kathy Oetker P

Anne Richmond P
Carolina Schottland P
Lisa Marie Smith P

Jim DiDonato, Executive Director P
Robbyn Allbee, Administrative Manager P
John Haliotis, Information Technology Systems Administrator P

3. Pledge of Allegiance

All present recited the Pledge of Allegiance

4. Approval of Agenda

Laura Frye made a motion to approve the agenda as presented, Diane Klein seconded. All Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted Aye. Motion Carried.

5. Public Introductions and Comments

The public is invited to provide comments at the beginning of each meeting. Any person or group wishing to speak is requested to sign in prior to the meeting, indicating the issue that they are addressing. The time for comments will be limited to three minutes per person. Please note that the Board will listen to the comments but may not take official action during this meeting. However, a member of the Board may give direction to staff following a presentation.

Jerry Dietz, Library Attorney
Shaun Kelly, Library Architect
Dante Rivera
Luis Rivera

Staff Present: Maggie Rodriguez, Head of Circulation; Marina Stevens, Head of Adult Services; Debbie Allen, Head of Youth Services; Penny McMahan, Head of Technical Services

Dante Rivera updated the Board on his Eagle Scout Little Free Library project. Dante raised nearly \$1,200 for the project and is ready to purchase the materials to build the LFL's. He is currently talking with site managers on placement and plans to have this completed by March 5th. He will have purchased material by March 10th and have all LFL's built by March 31st for an April installation. Diane Klein asked if he considered placing a LFL in Hainesville, Dante said he had not but would look into it.

6. **Approval of Minutes**

A. Minutes of Regular Board Meeting for January 24, 2018

Diane Klein made a motion to approve the Regular Board Meeting for January 24, 2018, Laura Frye seconded. All Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted Aye. Motion Carried.

7. **Financial Business**

A. Bookkeeping Report

B. Vendor's List - Warrants # 728, 728 A, and 728 B

Laura Frye made a motion to approve Warrants 728, 728 A, 728 B, Diane Klein seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted Aye. Motion Carried.

8. **Communications:**

A. Information Technology Systems Administrator Report – John Haliotis

John updated the Board on recently completed projects – installation of a new backup solution and firewall - followed by a quick overview of upcoming projects including an e-mail server migration and plan to virtualize the library's other servers. Trustees thanked him for keeping the library's technology running smoothly.

9. **Library Director's Report**

Jim presented the Board with several options to increase meeting space. The Board and staff toured the library to get a visualization of what these options would entail. There was much discussion regarding the options. The Board asked Shaun Kelly, Library Architect, and Jim to find pricing for the following:

1. Outside storage, both new and used, that could then be turned into office space, while also looking into one of those solutions to serve as new public meeting space
2. Cost of turning the current basement storage space into a office space
3. Cost of reconfiguring the Technical Services office into public meeting space
4. Research more information on the library/park district property deed

10. **Action Items**

A. Adoption of FY 2018-2019 Regular Board Meeting Dates (5 ILCS 120/2.03 and 75 ILCS 16/30-50)

Laura Frye made a motion to adopt schedule A for 2018/2019 board meetings (listed below), Lisa Marie Smith seconded. All Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted Aye. Motion Carried.

All meetings are scheduled to take place in the library's main Meeting Room at 6:30 on the following dates:

2018

2019

25-Jul-18

23-Jan-19

22-Aug-18	27-Feb-19
26-Sep-18	27-Mar-19
24-Oct-18	24-Apr-19
28-Nov-18	22-May-19
December 19, 2018Week before Christmas	26-Jun-19

- B. Discussion and Possible Action on Update to Board Bylaws – Second Reading
Laura Frye made a motion approve the Update to the Board Bylaws, approved at the January 24, 2018 First Reading, Debbie Jones seconded. All Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted Aye. Motion Carried.
- C. Discussion and Possible Action on Starting Bid Process for Roof Project
Diane Klein made a motion to have Engberg-Anderson start the bid process for the library's Roof Repair/Replacement Project, Laura Frye seconded. All Trustees present, Frye, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted Aye. Motion Carried.
- D. Discussion and Possible Action on Scheduling Special Meeting - Site Selection Subcommittee
Tabled. No motion, no action.

11. Executive Session:

12. General Good and Welfare

13. Adjournment

President Anne Richmond adjourned the Meeting at 9:31 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

Name: _____ Date: _____
Kathy Oetker,
Secretary, Library Board of Trustees