

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
ACTIVITY ROOM
May 23, 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 6:35 p.m.

2. **Roll Call**

Laura Frye	P	Anne Richmond	P
Debbie Jones	P	Carolina Schottland	P
Diane Klein	A	Lisa Marie Smith	P
Kathy Oetker	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P

3. **Pledge of Allegiance:** All present recited the Pledge

4. **Approval of Agenda**

Debbie Jones made a motion to move Item 11. Executive Session to the after Item 5. Public Introduction and Comments, Laura Frye seconded. All Trustees present, (Frye, Jones, 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.

Dave Kilbane, Administrator, Round Lake Beach

Jerry Dietz, Library Attorney

Penny McMahon, head of Technical Services

Marina Stevens, Head of Adult Services

Edith Basir, Volunteer Coordinator

Maggie Rodriguez, Head of Circulation

6. **Executive Session:**

At 6:40 p.m. Debbie Jones made a motion to enter into Executive Session for the purpose of discussing the purchase or lease of real property for the use of the public body, including meeting held for the purpose of discussing whether a particular parcel should be acquired. (5 ILCS 120/2(c)(5))

At 8:20 p.m., Laura Frye made a motion to exit Executive Session and re-enter the Open Meeting, Debbie Jones seconded.

7. Approval of Minutes

A. Minutes of Regular Board Meeting for April 25, 2018

Laura Frye made a motion to approve the Minutes for the April 25, 2018 Board Meeting, Debbie Jones seconded. All Trustees present, (Frye, Jones, Oetker, Richmond, Schottland and Smith), voted Aye. Motion Carried.

8. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 731

Laura Frye made a motion to accept Warrant #731, Lisa Marie Smith Seconded. On a Roll Call vote, the following Trustees, (Frye, Jones, Oetker, Richmond, Schottland and Smith), voted Aye. Motion Carried.

9. Communications:

10. Library Director's Report

11. Action Items

A. Appointment of Trustees to Review Secretary's Minutes for Past Fiscal Year 2017-2018 (75 ILCS 16/30-65)

Anne Richmond made a motion to appoint Debbie Jones and Lisa Marie Smith to Review Secretary's Minutes for Past Fiscal Year 2017-2018 (75 ILCS 16/30-65), Laura Frye seconded. All Trustees present, (Frye, Jones, Oetker, Richmond, Schottland and Smith), voted Aye. Motion Carried.

B. Discussion and Possible Action on Closing Walk-up Book Drop

Carolina Schottland made a motion to close the walk up book drop located on the West side of the library, Debbie Jones seconded. All Trustees present, (Frye, Jones, Oetker, Richmond, Schottland and Smith), voted Aye. Motion Carried.

C. Discussion and Possible Action on Hours of Operation

Laura Frye made a motion to extend Friday hours until 6:00 p.m., with the library revisiting the issue one year from this meeting, Debbie Jones seconded. All Trustees present, (Frye, Jones, Oetker, Richmond, Schottland and Smith), voted Aye. Motion Carried.

D. Discussion and Possible Action on Employee Health Insurance Contribution
Tabled until June

E. Discussion and Possible Action on COLA /Merit Adjustments to Staff Salaries and Salary Schedule for FY 2018-2019

Kathy Oetker made a motion effective 1 July 2018, to adjust staff salaries 2.5% to match the COLA, per the Employee Handbook, Laura Frye seconded. On a Roll Call vote, the following Trustees, (Frye, Oetker, Richmond, Schottland and Smith), voted Aye, Trustee Jones voted Nay. Motion Carried.

F. Discussion and Possible Action on Computer Workstation Purchase

Carolina Schottland made a motion to accept the bid from Paragon Micro, not to exceed \$16,979.40, Laura Frye seconded. On a Roll Call vote, the following Trustees, (Frye, Jones, Oetker, Richmond, Schottland and Smith), voted Aye. Motion Carried.

12. General Good and Welfare

13. Adjournment

President Anne Richmond adjourned the meeting at 9:11 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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