

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
REGULAR MEETING
BOARD MEETING MINUTES
MEETING ROOM
August 28, 2019 – 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 6:36 p.m.

2. **Roll Call**

Sarah Duby	P	Anne Richmond	P
Laura Frye	P	Carolina Schottland	P
Diane Klein	A	Lisa Marie Smith	P
Kathy Oetker	6:38 p.m.		

Jim DiDonato, Executive Director	P
Marina Stevens, Assistant Director	P
Robbyn Allbee, Administrative Manager	P

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

4. **Approval of Agenda**

Lisa Marie Smith made a motion to approve the agenda as presented, Laura Frye seconded. All Trustees present, Duby, Frye, 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.

Present were: Patti Bukowski and family, Dan MacGillis, Mayor for Village of Round Lake, Steve Shields, Village Administrator for Village of Round Lake, Katie Parkhurst, Director of Economic and Community Development for Village of Round Lake, library Head of Youth Services, Deb Allen and library Volunteer Coordinator, Edith Basir.

Patti Bukowski and family talked about all the things they have made in the X-Lab, not only for themselves, but also as gifts for others.

6. **Executive Session:** (5 ILCS 120/2(c)(5))

Laura Frye made a motion to enter Executive Session at 6:48 p.m. for the purpose of discussing real estate, Lisa Marie Smith seconded. All Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

Carolina Schottland made a motion to reconvene the regular meeting at 8:12 p.m., Laura Frye seconded. All Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

7. **Approval of Minutes**

A. Minutes of Regular Board Meeting for July 24, 2019:

Lisa Marie Smith made a motion to approve Minutes of the Regular Board Meeting for July 24, 2019 as presented, Carolina Schottland seconded. All Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

8. **Financial Business**

A. Bookkeeping Report

B. Vendor's List - Warrant # 746

Laura Frye made a motion to accept Warrant #746, Carolina Schottland seconded. On a roll call vote all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

9. **Communications**

10. **Library Director's Report**

11. **Action Items**

- A. Discussion and Possible Action on Development and Convening Special Meeting of Building Development Subcommittee:
Anne Richmond suggested it is time to form a Building Subcommittee of 1-4 Trustees with meeting dates to be determined. The committee will be comprised of Anne Richmond, Sarah DUBY, Carolina Schottland and Lisa Marie Smith. No meetings were scheduled. Instead, trustees will evaluate the need to meet as needed.
- B. Discussion and Possible Action on FY 2018-2019 Secretary's Audit (75 ILCS 16/30-65):
Lisa Marie Smith made a motion to approve the FY 2018-2019 Secretary's Audit, Sarah DUBY seconded. All Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- C. Discussion and Possible Action on Certification of FY 2018-2019 Illinois Public Library Annual Report (75 ILCS 16/30-65):
Carolina Schottland made a motion to approve the Certification of FY 2018-2019 Illinois Public Library Annual Report, Lisa Marie Smith seconded. All Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- D. Ratify Annual Report of Receipts and Disbursements for FY 2018-2019 (30 ILCS 15/1 and 15/2 [annual]):
Sarah DUBY made a motion to Ratify the Annual Report of Receipts and Disbursements for FY 2018-2019, Carolina Schottland seconded. All Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- E. Ratify Semi-Annual Report of Receipts and Disbursements for Past Six Months (January-June, 2019) (50 ILCS 305/1 [semiannual]):
Sarah DUBY made a motion to Ratify the Semi-Annual Report of Receipts and Disbursements for Past Six Months, Lisa Marie Smith seconded. All Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- F. Discussion and Possible Action on Final Draft of FY 2019-2020 Internal Budget:
Carolina Schottland made a motion to approve the Final Draft of the FY 2019-2020 Internal Budget, Laura Frye seconded. On a roll call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- G. Discussion and Possible Action on Ordinance 08-28-2019-BAO - FY 2019-2020 Final Budget and Appropriations Ordinance - AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020:
Kathy Oetker made a motion to approve Ordinance 08-28-2019-BAO - the FY 2019-2020 Final Budget and Appropriations Ordinance, Carolina Schottland seconded. On a roll call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- H. Discussion and Possible Action on Fire Alarm System Proposal:
Laura Frye made a motion to accept the proposal from Advanced Fire Protection & Safety, INC., Sarah DUBY seconded. On a roll call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- I. Discussion and Possible Action on Parking Lot Sealcoating Proposal:
Laura Frye made a motion to accept the proposal from Mike's Sealcoating & Services, INC., Lisa Marie Smith seconded. On a roll call vote all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

12. **General Good and Welfare**

13. **Adjournment**

President Anne Richmond adjourned the meeting at 8:59 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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