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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
Meeting Room
February 22, 2012 – 5:30 p.m.**

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

1. Call to Order:

President Cathy Warner called the meeting to order at 5:42 p.m.

2. Roll Call:

Mandy Hollingsworth	P	Anne Richmond	P
Diane Klein	P	Patty Smart	P
Ron Repa	A	Cathy Warner	P
Jim DiDonato, Executive Director			P
Robbyn Allbee, Administrative Manager			P
Elena Lara, Head of Outreach Services			P

3. Pledge of Allegiance:

All present recited the Pledge of Allegiance

4. Approval of Agenda:

Anne Richmond made a motion to approve the agenda as presented. Patty Smart seconded. All Trustees present, Hollingsworth, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

5. Public Introductions and Comments:

Andrew Cohen, Board Candidate

6. Approval of Minutes

a. Regular Board Meeting Minutes for January 25, 2012:

Mandy Hollingsworth made a motion to approve the Regular Board Meeting Minutes for January 25, 2012 as presented, Patty Smart seconded. All Trustees present, Hollingsworth, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

7. Financial Business:

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 656

Mandy Hollingsworth made a motion to accept Warrant #656. Patty Smart seconded. On a roll call vote, all Trustees present, Hollingsworth, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

- c. Investment Rates:

i. Illinois Funds		ii. PNC	
November	.072 %	November	0.25%
December	.077 %	December	0.25%
January	.097 %	January	0.27%

8. Communications:

Department Report – Elena Lara, Head of Outreach Services:

The Board thanked Elena for all her hard work promoting the library in the community. Trustees noted Elena has done a fantastic job reaching many new patrons.

9. Library Director's Report:

Jim presented the report as written. Jim also gave the Trustees a packet containing potential community survey questions and long range plans. He asked Trustees to review those items and present him with comments and suggestions at the March 28th Board meeting.

10. Action Items

- a. Approval of Notary Public Service Policy – Second Reading:
Mandy Hollingsworth made a motion to approve the Notary Public Service Policy as presented. Anne Richmond seconded. All Trustees present, Hollingsworth, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.
- b. Update Signers for Petty Checking Account:
Patty Smart made a motion to add Maggie Rodriguez as the third signer to the Petty Checking Account. Anne Richmond seconded. All Trustees present, Hollingsworth, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.
- c. Appoint Trustee to Fill Vacant Position on Library Board:
No motion; No discussion; No action taken
- d. Set Date for Meeting to Select Library Trustee:
No motion; No discussion; No action taken

11. Executive Session

Closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. (5 ILCS 120/2(c)(1).)

Diane Klein made a motion to enter Executive Session at 5:47 p.m. for the purpose of interviewing a candidate for the Library Board. Anne Richmond seconded. All Trustees present, Hollingsworth, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

Patty Smart made a motion to exit Executive Session and resume the regular session at 6:05 p.m., Anne Richmond seconded. All Trustees present, Hollingsworth, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

12. General Good and Welfare

13. Adjournment

Patty Smart made a motion to adjourn the Board meeting at 6:51 p.m., Mandy Hollingsworth seconded. All Trustees present, Hollingsworth, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____
Patty Smart,
Secretary, Library Board of Trustees