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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
Meeting Room
July 28, 2010 – 6:00 p.m.**

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

1. Call to Order

President Diane Klein called the meeting to order at 6:10 p.m.

2. Roll Call:

Mandy Hollingsworth	P	Shari Skorcz	P
Linda Kauffman	A	Patty Smart	P
Diane Klein	P	Cathy Warner	P
Brad Ogilvie	P		

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

3. Pledge of Allegiance

All present recited the Pledge of Allegiance

4. Approval of Agenda

Diane Klein made a motion to accept the agenda with the noted change that the Board is to vote on approving the June 23, 2010 minutes, not May 26, 2010 minutes as listed on the agenda. Shari Skorcz seconded. All Trustees present, Hollingsworth, Klein, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.

5. Public Introductions and Comments: No public present. Jim noted that State Representative, Sandy Cole, would not be attending this evening's

meeting, though her representative extended his regrets on behalf of Sandy. Sandy will re-schedule to meet with Trustees at a later date.

6. Approval of Minutes

a. Regular Board Meeting Minutes for June 23, 2010:

Diane Klein made a motion to accept the Regular Board Meeting Minutes for June 23, 2010 as presented. Cathy Warner seconded. The following Trustees, Hollingsworth, Klein, Ogilvie, Skorcz, and Warner, voted Aye. Trustee, Smart, abstained. Motion carried.

7. Financial Business

a. Bookkeeping Report

b. Vendor's List - Warrant # 637

Brad Ogilvie made a motion to accept Warrant # 637 in the amount of \$218,589.01. Cathy Warner seconded. On a roll call vote, all Trustees present, Hollingsworth, Klein, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.

c. Investment Rates:

i. Illinois Funds		ii. National City/PNC	
March	.0106%	March	0.54%
April	.123%	April	0.45%
May	.151%	May	0.44%
June	.151%	June	0.44%

8. Communications

a. Department Report – John Haliotis, Information Technology Systems Administrator: John reviewed some past and several upcoming IT projects with Trustees.

9. **Library Director's Report:** Jim discussed the Library Director's Report as presented with the following notation to the section on interfiling videos with nonfiction print items. The original Director's Report stated there was a decrease in circulation of nonfiction videos when interfiled with the print collection. The numbers generated by the initial report were incorrect. In actuality, the library saw an increase of over 2.5 times the amount of circulation of nonfiction videos for the same six-month period last year. Noting this dramatic increase in circulation of these materials, the library plans to continue collocating nonfiction print and video material.

10. Action Items

- a. Approve FY 2010-2011 in-house Budget: Trustees reviewed the FY 2010-2011 in-house budget. Jim noted that this initial draft of the budget includes a projected \$82,000 deficit due in large part to a loss of \$43,000 from the State Library for the Per Capita Grant, a new expenditure for continuing interlibrary loan delivery at \$25,000, and a variety of other incidental increases. Mandy Hollingsworth made a motion directing Jim and library managers to review the draft budget and present a balanced budget at the August meeting. Brad Ogilvie seconded. On a roll call vote, all Trustees present, Hollingsworth, Klein, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.

- b. DISCUSSION AND ACTION ON A RESOLUTION ADOPTING A TENTATIVE FORM OF AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2010, AND ENDING JUNE 30, 2011: Cathy Warner made a motion to approve Resolution 07-28-2010-TENT-BAO, authorizing the tentative form of the Budget and Appropriation Ordinance for Fiscal Year 2010-2011, to be made available for public inspection. Mandy Hollingsworth seconded. On a roll call vote, all Trustees present, Hollingsworth, Klein, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.

- c. Set Date for Budget and Appropriation Hearing: Diane Klein made a motion to hold the FY 2010-2011 Budget and Appropriation Hearing at 5:55 p.m. on September 22, 2010 in the library's main meeting room. Patty Smart seconded. All Trustees present, Hollingsworth, Klein, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.

- d. Approve FY 2009-2010 Interfund Transfer Ordinance, 07-28-2010-IFT: Diane Klein tabled this motion to the August Board meeting, as the library's accountant has not yet provided the library the exact numbers necessary for this ordinance. Brad Ogilvie seconded. All

Trustees present, Hollingsworth, Klein, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.

- e. Approve FY 2010-2011 Planning Objectives: Trustees discussed and reviewed the FY 2010-2011 Planning Objectives. After some discussion, Diane Klein made a motion to adopt these planning objectives for implementation in fiscal year 2010-2011. Mandy Hollingsworth seconded. All Trustees present, Hollingsworth, Klein, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.
- f. Approve Banning a Patron for Behavioral Misconduct: Brad Ogilvie made a motion to ban a patron for a period of two years for stealing DVDs from the library's collection. Shari Skorcz seconded. All Trustees present, Hollingsworth, Klein, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.

11. **Executive Session:** None

12. **General Good and Welfare**

13. **Adjournment**

Diane Klein adjourned the meeting at 8:27 p.m.

Name: _____ Date: _____
Jim DiDonato,
Recording Secretary

Name: _____ Date: _____
Shari Skorcz,
Secretary, Library Board of Trustees