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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
Meeting Room
October 26, 2011 – 6:00 p.m.**

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

1. **Call to Order:** President Linda Kauffman called the meeting to order at 6:05p.m.

2. **Roll Call:**

Mandy Hollingsworth	P	Anne Richmond	P
Linda Kauffman	P	Patty Smart	P
Diane Klein	P	Cathy Warner	P
Ron Repa	P		
Jim DiDonato, Executive Director			P
Robbyn Allbee, Administrative Manager			P
Maggie Rodriguez, Head of Shelving			P
John Haliotis, Information Technology Systems Administrator			P

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

4. **Approval of Agenda:**

Anne Richmond made a motion to move “Action Item 10a Approval of FY 2010-2011 Audit” to directly follow “Item 5. Public Introductions and Comments.” Patty Smart seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

5. **Public Introductions and Comments :** The audit firm of McClure, Inserra, INC was represented by Paul Inserra and Joe Vlach.

Action Items:

a. Approval of FY 2010-2011 Audit (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1):

Paul Inserra and Joe Vlach presented Trustees with copies and a review of the library’s Fiscal Year 2010-2011 audit. The audit shows the library is in very good standing. Mandy Hollingsworth made a motion to approve the

FY 2010-2011 audit as presented. Patty Smart Seconded. On a Roll Call vote all Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

6. Approval of Minutes

- a. Budget and Appropriations Hearing Minutes- September 27, 2011:
Cathy Warner made a motion to approve the Budget and Appropriations Hearing Minutes - September 27, 2011 as presented. Anne Richmond seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.
- b. Regular Board Meeting Minutes for September 27, 2011:
Cathy Warner made a motion to approve the Regular Board Meeting Minutes for September 27, 2011 as presented. Mandy Hollingsworth seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 652:
Mandy Hollingsworth made a motion to accept Warrant #652. Anne Richmond seconded. On a Roll Call vote all Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.
- c. Investment Rates:

i. Illinois Funds		ii. PNC	
July	.021%	July	0.35%
August	.021%	August	0.35%
September	.046%	September	0.27%

8. Communications

- a. Department Report – Maggie Rodriguez, Head of Shelving:
Trustees thanked Maggie and complimented the shelving department for a continued job well done and praised the department for their timely installation of the new magazine shelving/display system.

9. Library Director's Report:

- a. Jim reviewed the Director's Report as presented.
- b. Trustees directed Jim to conduct the library's annual Employee Satisfaction Survey to run from November 1, 2011 – December 1, 2011.

10. Action Items

b. Approval of Tax Levy Estimate - RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2011, AND ENDING JUNE 30, 2012 FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT:

Mandy Hollingsworth made a motion to approve the Tax Levy Estimate, Resolution 10-26-2011-TLE - RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2011, AND ENDING JUNE 30, 2012 FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT. Patty Smart seconded. On a Roll Call vote all Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

c. Set Date for Special Meeting, Tax Levy Hearing:

Anne Richmond made a motion to schedule a special meeting to hold a Tax Levy Hearing on November 16, 2011 at 5:55 p.m. Patty Smart seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

d. Approval of Bond Abatement - AN ORDINANCE ABATING THE 2011 ROUND LAKE AREA PUBLIC LIBRARY DISTRICT TAX LEVY REGARDING THE PAYMENT OF PRINCIPAL AND INTEREST DUE ON GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2009:

Anne Richmond made a motion to approve the Bond Abatement, Ordinance 10-26-2011-BONDABATE - AN ORDINANCE ABATING THE 2011 ROUND LAKE AREA PUBLIC LIBRARY DISTRICT TAX LEVY REGARDING THE PAYMENT OF PRINCIPAL AND INTEREST DUE ON GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2009. Ron Repa seconded. On a Roll Call vote all Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

e. Approval to Purchase Staff Holiday Gift Cards:

Diane Klein made a motion to purchase gift cards in the amount of \$75.00 per card for all employees and Trustees from K-Mart. Patty Smart seconded. On a Roll Call vote all Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

f. Banning A Patron::

Cathy Warner made a motion to ban a patron for 3 years based on report of items stolen from the library. Patty Smart seconded. All Trustees present, (Hollingsworth, Kauffman, Klein, Repa, Richmond, Smart and Warner), voted Aye. Motion carried. Trustees instructed Jim to present a letter to patron based on information available from the Round Lake Police Department.

g. Appoint Trustee to Fill Vacant Position on Library Board:

No Motion; No Discussion; No Action

11. **Executive Session:** None

12. **General Good and Welfare**

13. **Adjournment:** President Linda Kauffman adjourned the meeting at 7:48 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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