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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING AGENDA
REGULAR MEETING
Meeting Room
January 28, 2009 – 6:00 p.m.**

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

1. **Call to Order:** Diane Klein called the meeting to order at 6:10 PM.

2. **Roll Call:**

Sharon Fick	P	Brad Ogilvie	P
Rene Hernandez, Jr.	A	Shari Skorcz	P
Linda Kauffman	P	Cathy Warner	P
Diane Klein	P		

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

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

4. **Approval of Agenda:** Shari Skorcz made a motion to approve the Agenda. Diane Klein amended the motion with the following changes:

Move the following Action Items to the beginning of the agenda, prior to Financial Business:

- a. Approval of Bond Refinancing
- b. Approval of Account Signatories at Associated Bank
- c. Approval of Credit Account at Associated Bank
- d. Approval of Investment Allocations at Associated Bank

Table the following Action Item:

e. Employee Satisfaction Survey – Action Plan

Cathy Warner seconded. The following Trustee(s) voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.

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.

Public Present: Patty Smart

6. Approval of Minutes

- a. Regular Board Meeting for November 19, 2008: Diane Klein made a motion to accept the minutes as presented. Brad Ogilvie seconded. The following Trustee(s) voted Aye: Fick, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustee(s) abstained: Linda Kauffman. Motion passed.
- b. Tax Levy Hearing November 19, 2008: Cathy Warner made a motion to accept the minutes as presented. Sharon Fick seconded. The following Trustees voted Aye: Fick, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: Linda Kauffman. Motion passed.
- c. Executive Session November 19, 2008: Diane Klein made a motion to accept the minutes as presented. Cathy Warner seconded. The following Trustees voted Aye: Fick, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: Linda Kauffman. Motion passed.
- d. Special Board Meeting December 3, 2008: Tabled to February
- e. Special Board Meeting Executive Session December 3, 2008: Tabled to February

11. Action Items

- a. Approval of Bond Refinancing: Cathy Warner made a motion to refinance outstanding alternate revenue bonds and have Ehler's and Associates seek competitive proposals from banks and investment firms for this issue. The new bond issue must achieve a minimum present value savings of \$42,000. If Ehler's and the Acting Director determine that a credit rating is cost effective, then the Board directs them to proceed with a credit rating. The proposal(s) would be presented to the Board of Library Trustees at the next regular meeting on February 25, 2009. A refunding bond ordinance would be adopted by the Board at the February 25th meeting if the preset value savings amount is met by the bond sale. Shari Skorcz seconded. On a roll call vote the following Trustee(s) voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.
- b. Approval of Account Signatories at Associated Bank: Tabled to February.
- c. Approval of Credit Account at Associated Bank: Linda Kauffman made a motion to open a credit account at Associated Bank for use by Department Heads with a total limit not to exceed \$6,250; individual manager limits will be set by Jim DiDonato. Cathy Warner seconded. On a roll call vote, the following Trustee(s) voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.
- d. Approval of Investment Allocations at Associated Bank: Cathy Warner made a motion to collateralize \$2,000,000 worth of monies on accounts held at Associated Bank for a period of three months, and to re-evaluate the amount of collateralization appropriate to cover cash assets at the end of that three month period. Sharon Fick seconded. On a roll call vote all Trustees present voted Aye. The following Trustee(s) voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 619
- c. Investment Rates:

i. Illinois Funds		ii. Associated Bank	
October	1.365%	October	2.25%
November	1.080%	November	2.25%
December	.967%	December	2.25%

Brad Ogilvie made a motion to accept Warrant #619 in the amount of \$499,487.92. Linda Kauffman seconded. On a roll call vote the following Trustees voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.

8. Communications: Trustees were given copies of the new Round Lake Area maps and an Invitation to attend the NSLS Legislative Breakfast. Linda Kauffman, Shari Skorcz, Sharon Fick and Jim DiDonato expressed interest in attending the breakfast.

9. Library Director's Report: Jim DiDonato reviewed the Director's Report as presented.

10. Discussion Items

- a. Report from the Youth department: Deb Allen reported on the status of the Youth Department.
- b. Prospective financial report formatted by McClure Inserra: Jim DiDonato presented an optional financial report to the Board. Trustees would prefer to continue viewing reports as they now receive them, rather than adding any new or editing any existing reports.

11. Action Items

- e. Approval of Reallocation of Cash Monies from Illinois Funds: Cathy Warner made a motion to move \$150,000 from Illinois Funds into Associated Bank Operating Account. Shari Skorcz seconded. On a roll call vote the following Trustee(s) voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.
- f. Approval of Participation in Northern Illinois Municipal Electric Cooperative: Cathy Warner made a motion to approve the library's participation in the Northern Illinois Municipal Electric Cooperative. Linda Kauffman seconded. On a roll call vote the following Trustee(s)

voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.

- g. Approval of Personnel Salary Schedule Update: Cathy Warner made a motion to approve the updated Personnel Salary Schedule as presented. Linda Kauffman seconded. On a roll call vote the following Trustee(s) voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.
- h. Set date for Planning Meeting: Diane Klein made a motion to set the Planning Meeting date for March 4, 2009. Cathy Warner suggested inviting Patty Smart as a non-voting observer. Shari Skorcz seconded. The following Trustee(s) voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed. Trustees requested Jim DiDonato bring input and suggestions from Department Heads.
- i. Food for Fines Week: Cathy Warner made a motion to approve the Food for Fines program as presented. Sharon Fick seconded. The following Trustee(s) voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.
- j. Employee Satisfaction Survey – Action Plan: Tabled to February.

12. **General Good and Welfare**

13. **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 go into Executive Session at 8:50 p.m.. Cathy Warner seconded. The following Trustee(s) voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.

The Regular Meeting reconvened at 9:25 p.m..

Action Item:

- k. Appointment of Executive Library Director: Diane Klein made a motion to appoint Jim DiDonato as the Executive Director of the Round Lake Area Public Library District, effective immediately with a salary of \$80,000.00 per year with a contract to follow. Linda Kauffman seconded. On a roll call vote the following Trustee(s) voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.

14. **Adjournment**: Cathy Warner made a motion to adjourn the meeting at 9:30 PM. Linda Kauffman seconded. The following Trustee(s) voted Aye: Fick, Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____
Rene Hernandez, Jr.
Secretary, Library Board of Trustees