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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING AGENDA
REGULAR MEETING
Meeting Room
July 22, 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 6:01 p.m.

2. Roll Call:

Sharon Fick	A	Shari Skorcz	P
Linda Kauffman	P	Patty Smart	P
Diane Klein	P	Cathy Warner	P
Brad Ogilvie	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Debbie Allen, Head of Youth Services	P

3. Pledge of Allegiance

4. Approval of Agenda

Shari Skorcz made a motion to accept the Agenda, Cathy Warner seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

5. Public Introductions and Comments: None

6. Approval of Minutes

a. Regular Board Meeting for May 27, 2009

Cathy Warner made a motion to accept the Regular Board Meeting Minutes for May 27, 2009, Linda Kauffman seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

b. Executive Session Minutes for April 22, 2009

Shari Skorcz made a motion to accept the Executive Session Minutes for April 22, 2009, Brad Ogilvie seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

7. Financial Business

a. Bookkeeping Report

b. Vendor's List - Warrant # 624

Brad Ogilvie made a motion to accept Warrant #624 in the amount of \$147,756.44, Shari Skorcz seconded. On a roll call vote, all Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

c. Vendor's List - Warrant # 625

Brad Ogilvie made a motion to accept Warrant #625 in the amount of \$131,824.67. Diane Klein seconded. On a roll call vote, all Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

d. Investment Rates:

i. Illinois Funds		ii. Associated Bank	
June		June	
March	.967%	March	0.25%
April	.401%	April	0.25%
May	.272%	May	0.25%

8. Communications

a. Department Report – Deb Allen, Youth Services

Deb Allen presented a Power Point presentation and handed out samples from programs in Youth Service.

9. Library Director's Report

Jim DiDonato presented the Director's Report as written.

10. Action Items

a. Approval of .02 Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2)

Brad Ogilvie made a motion to Approve Ordinance 07-22-2009-BML (.02 Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2)). Shari Skorcz seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

b. Approve a Bank of Record

Brad Ogilvie made a motion to Approve National City/PNC Financial Corporation as the Round Lake Area Public Library's bank of record. Shari Skorcz seconded. On a roll call vote all Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

c. Approve FY 2008-2009 Interfund Transfers

Cathy Warner made a motion to approve Ordinance 07-22-2009-IFT, (FY 2008-2009 Interfund Transfers). Linda Kauffman seconded. On a roll call vote all Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

Cathy Warner made a motion to enter Executive Session at 6:44 p.m. for the purpose of Reviewing the Closed Session Minutes – First Half of Year (5 ILCS 120/2.06). Diane Klein Seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

Cathy Warner made a motion to exit Executive Session at 6:47 p.m. Linda Kauffman Seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

Diane Klein made a motion to resume the Regular Board meeting at 6:47 p.m. Shari Skorcz seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

d. Review of Closed Session Minutes – First Half of Year (5 ILCS 120/2.06)

Diane Klein made a motion to keep all closed session minutes for the first half of year sealed. Brad Ogilvie seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

e. Ratify Prevailing Wage Ordinance (820 ILCS 130/9)

Cathy Warner made a motion to Ratify the Prevailing Wage Ordinance (Ordinance 06-24-2009-PW). Shari Skorcz seconded. On a roll call vote all Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

f. Approve of Relighting/Re-lamping Project

Cathy Warner made a motion to go out for bid and publish public notice for the "Green Light Re-Lamp Conversion" project. The bid notice is to be submitted for publication by Monday, July 27, 2009. Bids will be due to the library by 2:00 p.m. on August 25, 2009. Bids will be opened, discussed and voted upon at the August 26, 2009 Board Meeting. Linda Kauffman seconded. All Trustees present,

(Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye.
Motion carried.

g. Approve Jim DiDonato as Authorized IMRF Agent

Cathy Warner made a motion to Approve Jim DiDonato as Authorized IMRF Agent. Patty Smart Seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

h. Set Date of September Special Board Meeting

Diane Klein made a motion to hold a Special Board Meeting on September 2, 2009 at 6:30 p.m. for the purpose of training. Shari Skorcz Seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

i. Approve FY 2009-2010 Planning Objectives

Cathy Warner made a motion to approve the FY 2009-2010 Planning Objectives, provided any project with an estimated cost exceeding \$5,000.00 be brought back to the full Board for further discussion. Linda Kauffman Seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

j. 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, 2009, AND ENDING JUNE 30, 2010

Cathy Warner made a motion to Approve the 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, 2009 and ending June 30, 2010. Brad Ogilvie Seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

k. Approve Personnel Manual updates

Cathy Warner made a motion to approve the Personnel Manual updates as presented. Linda Kauffman Seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

l. Approve Updated "List of Approved Financial Institutions, Security Brokers/Dealers"

Diane Klein made a motion to approve the Updated “List of Approved Financial Institutions, Security Brokers/Dealers”
Brad Ogilvie Seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

m. Approve Director’s Contract

Diane Klein made a motion to approve the Director’s Contract as presented. Shari Skorcz Seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried.

11. General Good and Welfare

12. 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).)

13. Adjournment

Cathy Warner made a motion to adjourn the meeting at 8:28 p.m. Patty Smart Seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted Aye. Motion carried

Respectfully submitted:

Robbyn Allbee
Recording Secretary