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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
REGULAR MEETING  
Meeting Room  
March 25, 2009 – 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 6:05 p.m.

2. **Roll Call:**

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

Jim DiDonato, Executive Director P  
Robbyn Allbee, Administrative Manager A

Diane Klein appointed Shari Skorcz as Secretary Pro Tem

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

4. **Approval of Agenda:** Diane Klein made a motion to accept the Agenda as presented. Brad Ogilvie seconded. The following Trustees present voted Aye: 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**

- Present: Gail Grunst, Maggie Rodriguez

**6. Approval of Minutes**

- a. Regular Board Meeting for February 25, 2009: Linda Kauffman made a motion to approve the February 25, 2009 Regular Board Meeting Minutes as presented. Shari Skorcz seconded. The following Trustees present voted Aye: Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.
  
- b. Board Planning Meeting March 4, 2009: Linda Kauffman made a motion to approve the March 4, 2009 Planning Meeting Minutes as presented. Diane Klein seconded. The following Trustees present voted Aye: Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.
  
- c. Executive Session Minutes for January 28, 2009: Tabled to April 22, 2009 Regular Board Meeting.
  
- d. Special Board Meeting Executive Session Minutes December 3, 2008: Tabled to April 22, 2009 Regular Board Meeting.

**7. Financial Business**

- a. Bookkeeping Report: presented by Brad Ogilvie
- b. Vendor's List - Warrant # 621: Brad Ogilvie made a motion to accept Warrant #621 for \$176,861.92. Shari Skorcz seconded. On a roll call vote the following Trustees present voted Aye: Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.
- c. Investment Rates:

Illinois Funds		Associated Bank	
January	.686%	January	.25%
February	.513%	February	.25%
March	.470%	March	.25%

**8. Communications:**

- a. Trustees were provided with the following documents:
  - Invitation to attend the Mano-A-Mano Mascarade ball on August 18, 2009

- Invitation to the Fremont Public Library Foundation Spring Gala on April 24, 2009
  - Schedule of Illinois Funds Update Seminars detailing the merger of the Prime and Money Market Funds
  - Letter from Secretary of State's Office listing the amount of money the library received from the FY 2009 Per Capita Grant: \$43,653.21.
- b. Report from Shelving Department: Margarita Rodriguez presented a summary of the activities the Shelving department has been working on the past couple of months and projects scheduled for the next few months.

9. **Library Director's Report**: Jim reviewed the Director's Report as presented. Trustees asked Jim to send them copies of the library's personnel manual for review in setting the Director's contract. The Board instructed Jim to focus on researching new rather than used vehicles when searching for a library van.

#### 10. **Discussion Items**

- a. Thank you notes to community leaders and trainers for their assistance during staff training: Trustees signed thank you notes to various community leaders and trainers for their assistance with training at the library's all staff meeting on March 13, 2009.

#### 11. **Action Items**

- a. Approval of Payphone Removal: Cathy Warner made a motion to remove the payphone in the vestibule. Brad Ogilvie seconded. The following Trustees present voted Aye: Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.
- b. Approval of Reallocation of Cash Monies to Illinois Funds: Cathy Warner made a motion to maintain a continual balance of \$300,000 in the library's main checking account at Associated bank while keeping the rest of the library's general operating account monies in the Illinois Funds account while the library consider alternate banking options. Shari Skorcz seconded. On a roll call vote, the following Trustees present voted Aye: Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.

- c. Approval for Treasurer to pay off Series 2000 bonds resulting of refinancing sale of Series 2009 bonds. Diane Klein made a motion to approve final payment of the library's Series 2000 General Obligation Bonds with monies generated from sale of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2009. Linda Kauffman seconded. On a roll call vote, the following Trustees present voted Aye: Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.
  
- d. Approve Planning guidelines for FY 2009-2010: Trustees reviewed the FY 2009-2010 Planning Meeting suggestions and instructed Jim to provide Trustees a recommended list of viable plans based on cost and feasibility. Trustees suggested adding a procedure for offering patrons a chance to make donations at library programs to the list of planning suggestions. No motion was made. No action taken.
  
- e. Employee Satisfaction Survey – Action Plan: Trustees were pleased with the set of data gathered from the Employee Satisfaction Survey. Trustees agreed it would be a good practice to send this survey to staff annually. Per the results of the survey, Jim will ask staff further questions about the library cats and hold interviews to gauge overall job satisfaction.
  
- f. Approval of opening an online store to sell library materials: Cathy Warner made a motion to approve posting materials for sale in an online store for a temporary period not to exceed 60 days on two separate occasions to occur no less than 60 days apart. Diane Klein seconded. On a roll call vote, the following Trustees present voted Aye: Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.
  
- g. Approval of Director's Contract: Diane Klein presented Trustees with draft copies of the Director's Contract and instructed Trustees to review the contract along with guidelines set in the library's personnel manual. Trustees will review the contract at the May meeting. No action was taken; no motion made.

12. **General Good and Welfare**

13. **Executive Session : None**

14. **Adjournment:** Cathy Warner made a motion to adjourn the meeting at 8:05 p.m.. Shari Skorcz seconded. The following Trustees present voted Aye: Kauffman, Klein, Ogilvie, Skorcz, and Warner. The following Trustee(s) voted Nay: None. The following Trustees abstained: None. Motion passed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Jim Didonato,  
Recording Secretary

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