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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
REGULAR MEETING  
Meeting Room  
September 23, 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 6:03

**2. Roll Call:**

Linda Kauffman	P	Shari Skorcz	L
Diane Klein	P	Patty Smart	P
Brad Ogilvie	P	Cathy Warner	P

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

Shari Skorcz arrived at 6:11

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

**4. Approval of Agenda**

Linda Kauffman made a motion to accept the Agenda with the removal of item 8A, Communications: Department Report – Gail Grunst, Circulation. Patty Smart seconded. All Trustees present (Kauffman, Klein, Ogilvie, Smart and Warner) voted aye. Motion carried.

**5. Public Introductions and Comments:** None Present

**6. Approval of Minutes**

a. Budget and Appropriation Hearing Minutes for August 26, 2009:

Cathy Warner made a motion to accept the Budget and Appropriation Hearing Minutes for August 26, 2009. Brad Ogilvie seconded. All Trustees present (Kauffman, Klein, Ogilvie, Smart and Warner) voted aye.  
 Motion carried.

- b. Regular Board Meeting Minutes for August 26, 2009:  
 Cathy Warner made a motion to accept the Regular Board Meeting Minutes for August 26, 2009. Linda Kauffman seconded. All Trustees present (Kauffman, Klein, Ogilvie, Smart and Warner) voted aye. Motion carried.
- c. Special Meeting Minutes for September 2, 2009:  
 Patty Smart made a motion to accept the Special Meeting Minutes for September 2, 2009. Cathy Warner seconded. The following Trustees voted aye: Kauffman, Klein, Smart and Warner. The following trustee abstained, Ogilvie. Motion carried.

**7. Financial Business**

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 627
- c. Investment Rates:

i. Illinois Funds		ii. Associated Bank	
May	0.272%	May	0.25%
June	.233 %	June	0.25%
July	.174 %	July	0.25 %
August	.153 %	August	0.25%

Brad Ogilvie made a motion to accept Warrant #627 in the amount \$170,949.83. Linda Kauffman seconded. On a roll call vote, all Trustees present (Kauffman, Klein, Ogilvie, Smart and Warner) voted aye. Motion carried.

**8. Communications**

- a. Department Report – Gail Grunst, Circulation: No discussion

Trustees were presented with the following documents:

- A note from Dorothy Hoehne thanking the library for the grand prize she won in this year's Summer Reading Club program
- A Wellness Screening flyer from the North Suburban Library System

- A flyer promoting the upcoming Friends BINGO fundraising night on Monday, October 26<sup>th</sup>.

## 9. Library Director's Report:

- a. Planning Objectives: Trustees instructed Jim to continue with implementing projects listed in this year's Planning Objectives, specifically, installation of additional shelving in the Teen, Adult Fiction, Adult Romance and Sci-Fi, and Youth AV sections, a new security camera system, and computer network infrastructure upgrades.
- b. Per Capita Grant Review Items: The Board of Trustees reviewed the following areas for the purpose of fulfilling the requirements of this year's Per Capita Grant application:
  - Administrative Ready Reference – Policy Model
  - Illinois Library Laws - Chapter 75, (75 ILCS 5/) Illinois Local Library Act -- Trustees Section
  - (75 ILCS 16/) Public Library District Act of 1991 -- Trustees Section
  - (75 ILCS 70/) Library Records Confidentiality Act

Trustees and Executive Director, Jim DiDonato, agreed that the library is in compliance with the guidelines set forth in these sections of the Administrative Ready Reference Manual and the various Illinois library statutes. All agreed that the library's policies are in compliance with the aforementioned documents and do not plan to make any changes to or create any new policies at this time.

## 10. Action Items

- a. Approval of Contractor for Repaving the Parking Lot:  
Cathy Warner made a motion to accept the bid proposal from Premier Paving to patch and seal the Library parking lot. Linda Kauffman seconded. On a roll call vote, the following Trustees voted aye: Kauffman, Ogilvie, Skorz, Smart and Warner. The following Trustee abstained: Klein. Motion carried.
- b. Approval of Bids for "Green Light Re-Lamp Conversion" Project:  
After a protracted discussion of the various bid proposals, Linda Kauffman made a motion to accept the bid from Kelso-Burnett for the "Green Light Re-Lamp Conversion" Project. Brad Ogilvie seconded. The following Trustees voted aye: Kauffman, Ogilvie, Skorz, Smart and Warner. The following Trustee abstained: Klein. Motion carried.
- c. Approval of Certification of 2009 Per Capita Grant Application for FY 2009-2010:

Cathy Warner made a motion to approve the Certification of the 2009 Per Capita Grant Application for FY 2009-2010. Linda Kauffman seconded. All Trustees present (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner) voted aye. Motion carried.

- d. Approval of Trustee Letter of Resignation:  
Cathy Warner made a motion to accept the Letter of Resignation from Trustee, Sharon Fick. Linda Kauffman seconded. All Trustees present (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner) voted aye. Motion carried.
- e. Motion to Honor Service of Former Trustee, Sharon Fick:  
Cathy Warner made a motion to honor the service of former Trustee, Sharon Fick with a plaque. Shari Skorcz seconded. All Trustees present (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner) voted aye. Motion carried.
- f. Approval of Community Investment Partner Initial Investment Plan:  
Cathy Warner made a motion to approve Community Investment Partner Initial Investment Plan in an amount not to exceed \$1,400,000.00. Linda Kauffman seconded. On a roll call vote, all Trustees present (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner) voted aye. Motion carried.
- g. Appointment of new Trustee:  
No motion, No discussion, No action

Trustees directed staff to post an announcement of the vacancy in the newspaper, on the library website and in the library. Those interested in interviewing for the open position should send a letter of interest to the library by October 19, 2009.

**11. General Good and Welfare**

**12. Executive Session for the purpose of discussing the selection of a person to fill a public office:**

No motion, No discussion, No action

**13. Adjournment**

Diane Klein adjourned the meeting at 7:40 p.m.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Robbyn Allbee,  
Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Shari Skorcz,  
Secretary, Library Board of Trustees