

The Round Lake Area Library is subject to the requirements of the American with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the library at 546-7060 (Voice) or 546-7064 (TDD/TT) promptly to allow the library to make reasonable accommodation. The library is located at 906 Hart Road in Round Lake, IL

**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
REGULAR MEETING  
Meeting Room  
March 23, 2011 – 6:00 p.m.**

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

1. **Call to Order** Cathy Warner called the meeting to order at 6:00 p.m.

2. **Roll Call:**

Mandy Hollingsworth	P	Shari Skorcz	P
Linda Kauffman	A	Patty Smart	P
Diane Klein	A	Cathy Warner	P
Brad Ogilvie	P		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	A
Elena Lara, Head of Outreach Services	P

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

4. **Approval of Agenda:**

Patty Smart made a motion to accept the agenda as written. Brad Ogilvie seconded. All Trustees present: Hollingsworth, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.

5. **Public Introductions and Comments:** Ken Herdeman - Community Investment Partners; Jack Kearns – Country Insurance; Guy Blaszak - Heil and Heil Insurance Agency

6. **Approval of Minutes**

a. Regular Board Meeting Minutes for February 23, 2011:

Patty Smart made a motion to accept the Regular Board Meeting Minutes for February 23, 2011 as presented. Mandy Hollingsworth seconded. The following Trustees: Hollingsworth, Ogilvie, Smart, and Warner, voted Aye. The following Trustee: Skorcz, abstained. Motion carried.

b. Planning Meeting Minutes for March 16, 2011:

Mandy Hollingsworth made a motion to accept the Planning Meeting Minutes for March 16, 2011 as presented. Patty Smart seconded. The following Trustees: Hollingsworth, Ogilvie, Smart, and Warner, voted Aye. The following Trustee: Skorcz, abstained. Motion carried.

**7. Financial Business**

a. Bookkeeping Report:

b. Vendor’s List - Warrant # 645:

Brad Ogilvie made a motion to accept Warrant #645. Patty Smart seconded. On a roll call vote all Trustees present: Hollingsworth, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.

c. Investment Rates:

i. Illinois Funds		ii. National City/PNC	
September	.179%	September	0.40%
October	.159%	October	0.36%
November	.155%	November	0.35%
December	.121%	December	0.34%
January	.121%	January	.34%

**8. Communications**

a. Department Report – Elena Lara, Head of Outreach Services:

Trustees thanked Elena for her continued success in promoting and representing the library throughout the community.

**9. Library Director’s Report:**

- Jim presented the Director’s Report as written.
- Trustees discussed uncasing DVDs: Six months ago Trustees agreed to uncase most of the library’s DVD collection on a trial basis. At that time the library would have needed to purchase approximately 1,000 cases for a total cost of around \$5,000, so Jim suggested the library only case high-theft items. When that six month trial ended in March, Jim reported that staff estimate somewhere between 12 and 15 DVDs are unaccounted for during the past six months. Jim and Trustees agreed that the cost of replacing these items is far less than the cost of purchasing and casing all DVDs, so all agreed that from this point forward the library will only case “hot” items or high-theft titles.
- The library received a very nice compliment from patron, Maxine Zerst, thanking the library for helping her with a variety of research and general questions.

## 10. Action Items

### a. Approve Identity Protection Policy – Second Reading:

Brad Ogilvie made a motion to approve the Identity Protection Policy (second reading) as written. Mandy Hollingsworth seconded. All Trustees present: Hollingsworth, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.

### b. Approve Personal Information Protection Policy – Second Reading:

Patty Smart made a motion to approve the Personal Information Protection Policy (second reading) as written. Mandy Hollingsworth seconded. All Trustees present: Hollingsworth, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.

### c. Approval of Resolution Adopting Intergovernmental Agreement with the Intergovernmental Utilities Purchasing Cooperative:

Shari Skorcz made a motion to approve Resolution 03-23-2011-IUPC – A Resolution Authorizing Membership in the Intergovernmental Utilities Purchasing Cooperative, to allow the library to purchase natural gas and electricity for a period not to exceed two years. Brad Ogilvie seconded. On a roll Call vote all Trustees present: Hollingsworth, Ogilvie, Skorcz, Smart, and Warner, voted aye. Motion carried.

### d. Renewal of Financial Services Consultant Contract:

Ken Herdeman from Community Investment Partners presented the Board detailed data showing returns on investment provided to the library from investments suggested by Community Investment Partners. The library has been using Community Investment Partners to obtain yields on investments higher than what the library can obtain on its own. Brad Ogilvie made a motion to renew the library's contract with Community Investment Partners, obligated for commitment on a month-to-month basis, until a time the library determines Community Investment Partners service is no longer required. Patty Smart seconded. On a roll Call vote all Trustees present: Hollingsworth, Ogilvie, Skorcz, Smart, and Warner, voted aye. Motion carried.

### e. Reinvestment of Cash Investments:

Ken Herdeman from Community Investment Partners presented the Board with information on a variety of investment vehicles allowed by the library's Investment Policy and the Illinois Investment Act. After some discussion, Brad Ogilvie made a motion to allow the library the option to invest a portion of its money in Government Sponsored entities, as well as in other investments, as is already allowed for in

the library's Investment Policy. On a roll Call vote all Trustees present: Hollingsworth, Ogilvie, Skorcz, Smart, and Warner, voted aye. Motion carried.

f. Approval of Insurance Provider:

Jack Kearns from Country Insurance provided information on his company's coverage of the library. Jack also provided an updated quote showing an additional reduction in costs of approximately \$2,000 from the original quote. Guy Blaszak from Heil and Heil Insurance Agency presented Trustees with information on a policy from the Utica company customized for the library. After a very protracted discussion, Shari Skorcz made a motion to continue using Country Insurance to provide property and auto insurance coverage to the library for an amount not to exceed \$12,000. On a roll Call vote all Trustees present: Hollingsworth, Ogilvie, Skorcz, Smart, and Warner, voted aye. Motion carried.

11. **Executive Session: None**

12. **General Good and Welfare**

13. **Adjournment**

Shari Skorcz made a motion to adjourn the meeting at 8:14 p.m.. Patty smart seconded. All Trustees present: Hollingsworth, Ogilvie, Skorcz, Smart, and Warner, voted Aye. Motion carried.

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

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