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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING AGENDA
REGULAR MEETING MINUTES
Meeting Room
April 28, 2010 – 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 6:06 p.m.

2. Roll Call:

Mandy Hollingsworth	P	Shari Skorcz	A
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
Gail Grunst			P

Diane Klein appointed Linda Kauffman, 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. Patty Smart seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Ogilvie, Smart and Warner, voted aye. Motion carried.

5. Public Introductions and Comments: No public present

6. Approval of Minutes:

a. Regular Board Meeting Minutes for March 24, 2010:

Linda Kauffman made a motion to accept the Regular Board Meeting Minutes for March 24, 2010. Brad Ogilvie seconded. The following

Trustees voted Aye: Hollingsworth, Kauffman, Klein, Ogilvie, and Smart. Trustee Warner abstained. Motion carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor’s List - Warrant # 634 in the amount of \$175,143.83:
Brad Ogilvie made a motion to accept Warrant # 634 in the amount of \$175,143.83. Linda Kauffman seconded. On a roll call vote all Trustee present, Hollingsworth, Kauffman, Klein, Ogilvie, Smart and Warner, voted Aye. Motion carried.

c. Investment Rates:

i. Illinois Funds		ii. National City/PNC	
December	.121%	December	0.54%
January	.097%	January	0.55%
February	.090%	February	0.50%
March	.0106%	March	0.54%

8. Communications

- a. Department Report – Gail Grunst, Head of Circulation:
Gail presented Trustees with a review of recent projects in Circulation as well as news of the library’s recent institutional one-month circulation record in March. The Board thanked Gail and the entire Circulation department for keeping the flow of books moving at a great pace. They also sent congratulations to the department for another record-breaking month.
- b. The Board received copies of the following documents at the April 28 meeting: Jim’s time tracking spreadsheet, notice of the upcoming White Sox Library Night, an invitation to the LACONI Trustee dinner, a “Save Libraries” T-Shirt offer, a library support letter to patrons notifying them of upcoming library system funding issues, a letter to State Librarian Jesse White requesting system funding, a rough draft of the Patron and Library use Policies, and printed copies of the library’s April financial reports.

9. Library Director’s Report:

Jim presented the Director’s Report as written. Trustees did select a brick border for the volunteer, prairie grass garden and courtyard and discussed the library’s Fourth of July holiday schedule.

- Trustees looked at brick samples for a border to place around the volunteer, prairie grass garden and in the courtyard. Trustees agreed the most aesthetically appropriate brick for the prairie garden was a red brick. Trustees asked Jim to look into placing timbers in the courtyard to border the tree garden.
- Trustees agreed the library should stay open on Saturday, July 3rd and Monday, July 5th, while closing Sunday July 4th, as is defined in the library's personnel manual.
- Trustees reviewed the format and inclusion of various financial reports they'd like to see in their packets. The Board agreed they would like eliminate a few redundant reports, while they would like to continue reviewing all of the library accountant's reports, the library's detailed transaction log showing check number, payee, amount, account (program code), date, and any associated notes, as well as a report showing the library's budget versus actual amount received and spent. Trustees would also like to continue seeing any appropriate investment reports.

10. **Action Items**

a. Library System Support Letter:

Cathy Warner made a motion to sign both the library system support letter letting patrons know of upcoming library system funding issues through the State of Illinois and a letter to State Librarian, Jesse White, requesting system funding; with copies of the library support letter posted to the library's website and handed to patrons at checkout, and copies of the request for funding to sent to Jesse White. Patty Smart seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Ogilvie, Smart and Warner, voted aye. Motion carried.

b. Patron and Library Use Policies:

No motion made; no action taken. Diane Klein asked Trustees to review the rough draft of the patron use policies and provide Jim with questions, comments, and suggestions at the May meeting.

c. Approve Updated Staff Salary Schedule with FY 2010-2011 COLA and Merit Changes:

- Cathy Warner made a motion to approve a 1% cost of living raise for all employees and a maximum merit raise increase

of up to 1.0% based on each employee's performance review, effective July 1, 2010. Linda Kauffman seconded. Trustee held a protracted discussion relating to the practice of extending raises at businesses and libraries at this time, the current and prospective economic environment, and the desire to provide staff a fair and decent salary adjustment. On a roll call vote the following Trustees voted aye: Kauffman and Warner, the following Trustees voted nay: Hollingsworth, Klein, Ogilvie and Smart. Motion did not carry.

- Brad Ogilvie made a motion to approve a 0.5% cost of living raise for all employees and a maximum merit raise increase of up to 2.0% based on each employee's performance review, effective July 1, 2010. Cathy Warner seconded. On a roll call vote the following Trustees voted aye: Hollingsworth, Kauffman, Ogilvie, Smart and Warner; the following Trustees abstained: Klein. Motion carried.
- Cathy Warner made a motion to approve an increase in the maximum salary range for all categories in the library's Salary Schedule to increase by 2.5%, with the noted change of increase in the minimum salary for category 1 to start at \$8.25 to match the 3.13% minimum wage increase, effective July 1, 2010. Brad Ogilvie seconded. On a roll call vote the following Trustees voted aye: Hollingsworth, Kauffman, Klein, Ogilvie, Smart and Warner. Motion carried.

11. **Executive Session:** None

12. **General Good and Welfare**

13. **Adjournment**

President Diane Klein adjourned the meeting at 8:19 p.m.

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____

Linda Kauffman, Secretary Pro-tem
Secretary, Library Board of Trustees