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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
Meeting Room
January 25, 2012 – 6:00 p.m.**

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

1. Call to Order

President Cathy Warner called the meeting to order at 6:00p.m.

2. Roll Call:

Mandy Hollingsworth	P	Anne Richmond	P
Diane Klein	A	Patty Smart	P
Ron Repa	P	Cathy Warner	P
Jim DiDonato, Executive Director			P
Robbyn Allbee, Administrative Manager			P
Penny McMahon, Head of Technical Services			A

3. Pledge of Allegiance

All present recited the Pledge of Allegiance

4. Approval of Agenda

Anne Richmond made a motion to approve the agenda as presented. Patty Smart seconded. All Trustees present, Hollingsworth, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

5. Public Introductions and Comments

Maggie Rodriguez, Head of Shelving

6. Approval of Minutes

a. Regular Board Meeting Minutes for December 14, 2011:

Mandy Hollingsworth made a motion to approve the Regular Board Meeting Minutes for December 14, 2011 as presented. Anne Richmond seconded. All Trustees present, Hollingsworth, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 655

Mandy Hollingsworth made a motion to approve Warrant #655, Patty Smart seconded. On a Roll Call vote all Trustees present, (Hollingsworth, Repa, Richmond, Smart and Warner), voted Aye. Motion carried.

- c. Investment Rates:

i. Illinois Funds		ii. PNC	
October	.046%	October	0.27%
November	.072 %	November	0.25%
December	.077 %	December	0.25%

8. Communications

- a) Department Report – Penny McMahon, Head of Technical Services:
Penny McMahon was unable to attend the meeting, though Jim DiDonato presented Penny's report on Technical Services to the Board. The Board thanked Penny for her report and expressed hope she will be feeling better soon.
- b) Jim explained to the Board that Robbyn Allbee will be using FMLA for approximately 7 weeks beginning in April 2012 and returning in mid-June 2012.

9. Library Director's Report:

Jim presented the report as written. The Board did ask Jim to explore options regarding leaving the DVD's uncased. Trustees suggested keeping the DVD discs behind the Circulation counter and having empty cases on the shelf and asked Jim to look into McHenry's automatic checkout machine for DVD's. Jim will discuss various options with managers and report back when a viable solution is found.

10. Action Items

- a. Approval of Notary Public Service Policy:
Patty Smart made a motion to approve the first reading of the Notary Public Service Policy as written. Mandy Hollingsworth seconded. All Trustees present, Hollingsworth, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.
- b. Approve Computer Equipment Purchase:
Anne Richmond made a motion to approve the Computer Equipment Purchase from CDW in an amount not to exceed \$16,200. Patty Smart

seconded. On a Roll Call vote all Trustees present, Hollingsworth, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

c. Set Date for Annual Planning Meeting:

Mandy Hollingsworth made a motion to hold the Board's Annual Planning Meeting at 6:00 pm on March 7, 2012. Patty Smart seconded. All Trustees present, Hollingsworth, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

d. Set Date for Meeting to Select Library Trustee:

Cathy Warner made a motion to re-interview two previous candidates for the position of Library Trustee to fill the position vacated by Linda Kauffman at the February Board Meeting and to start the regularly scheduled February 22nd meeting at 5:30 p.m.. Patty Smart seconded. All Trustees present, Hollingsworth, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

e. Appoint Trustee to Fill Vacant Position on Library Board:

No motion; no discussion; no action

f. Second Half of Year Review of Closed Session Minutes (5 ILCS 120/2.06):

At 7:32 p.m., Mandy Hollingsworth made a motion to enter Executive Session for the purpose of conducting a second review of the Second Half of Year Review of 2011 Closed Session Minutes after the review at the December Board meeting. Anne Richmond seconded. All Trustees present, Hollingsworth, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

At 7:46 p.m., Anne Richmond made a motion to exit Executive Session and re-enter the regular Board Meeting. Patty Smart seconded. All Trustees present, Hollingsworth, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

11. **Executive Session:** See above

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).)

12. **General Good and Welfare**

13. **Adjournment**

Anne Richmond made a motion to adjourn the meeting at 7:49, Mandy Hollingsworth seconded. All Trustees present, Hollingsworth, Repa, Richmond, Smart and Warner, voted Aye. Motion carried.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____
Patty Smart,
Secretary, Library Board of Trustees