

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
October 24, 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 6:00 p.m.

2. Roll Call

Charlie Foy	P: 6:20 pm	Anne Richmond	P
Diane Klein	P	Patty Smart	P
Ron Repa	P: 6:55 pm	Cathy Warner	P

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Israel Mateos, Adult Services Library Assistant	P

3. Pledge of Allegiance

All present recited the Pledge of Allegiance

4. Approval of Agenda

Diane Klein made a motion to move Action Item A, "Approval of FY 2011-2012 Audit," to proceed Item 8., Communications. Patty Smart seconded. All Trustees present, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

5. Public Introductions and Comments

- Paul Inserra and Katie Price of McClure, Inserra, for review of FY 2011-2012 audit
- Fred Schlipf and Diane Hillard, Library Building Consultant

6. Approval of Minutes

a. Regular Board Meeting Minutes for September 26, 2012:

Anne Richmond made a motion to approve the Regular Board Meeting Minutes for September 26, 2012. Diane Klein seconded. All Trustees present, Klein, Richmond and Warner, voted Aye. Trustee Smart abstained. Motion carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 664
Anne Richmond made a motion to approve Warrant #664. Patty Smart seconded. On a Roll Call vote all Trustees present, Klein, Richmond, Smart and Warner voted Aye. Motion carried.
- c. Investment Rates:

	Illinois Funds	PNC	Investments (aggregate)
June	.096%	.24%	1.24%
July	.089%	.25%	1.24%
August	.087%	.24%	1.24%
September	.087%	.24%	1.24%

8. Communications

- a. Association of Bookmobile and Outreach Services Conference Report – Israel Mateos, Adult Services Library Assistant: Israel thanked the Board for the opportunity to attend this conference. He also presented many ideas from the conference that he and Robert Krause would like to implement at the library and in our district.
- b. National Facilities Management Training Review – Robbyn Allbee, Administrative Manager: Robbyn thanked the Board for the opportunity to attend this informative conference. She presented the Board with an overview of each seminar and some ideas she would like to implement.

9. Library Director's Report

Jim DiDonato presented the Director's Report as written.

10. Action Items

- a. Approval of FY 2011-2012 Audit (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1): Patty Smart made a motion to approve the FY 2011-2012 Audit as presented. Charlie Foy seconded. All Trustees present, Foy, Klein, Richmond, Smart and Warner voted Aye. Motion carried.
- b. Approval of Tax Levy Estimate - RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2012, AND ENDING JUNE 30, 2013 FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT: Anne Richmond made a motion to approve Resolution 10-24-2012-TLE, A RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2012, AND ENDING JUNE 30, 2013 FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT. Patty Smart seconded. All Trustees present, Foy, Klein, Richmond, Smart and Warner voted Aye. Motion carried.
- c. Set Date for Special Meeting, Tax Levy Hearing: Anne Richmond made a motion to schedule a Tax Levy Hearing at 5:55 p.m. on November 28, 2012. Patty Smart

seconded. All Trustees present, Foy, Klein, Repa, Richmond, Smart and Warner voted Aye. Motion carried.

Approval of Bond Abatement - AN ORDINANCE ABATING THE 2012 ROUND LAKE AREA PUBLIC LIBRARY DISTRICT TAX LEVY REGARDING THE PAYMENT OF PRINCIPAL AND INTEREST DUE ON GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2009: Charlie Foy made a motion to approve Ordinance 10-24-2012-BONDABATE, AN ORDINANCE ABATING THE 2012 ROUND LAKE AREA PUBLIC LIBRARY DISTRICT TAX LEVY REGARDING THE PAYMENT OF PRINCIPAL AND INTEREST DUE ON GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2009. Anne Richmond Seconded. All Trustees present, Foy, Klein, Repa, Richmond, Smart and Warner voted Aye. Motion carried.

d. Food for Fines Program during 2013 National Library Week: Diane Klein made a motion to approve the Food for Fines Program during 2013 National Library Week with the following guidelines:

- One dollar in late fines will be waived for each one can or container of food.
- Items for program will only be accepted on Thursday, April 14, 2013.
- The library will waive up to \$25 in fines per person during this program.
- All items must be non-perishable – no fresh food, no expired items.
- All donations must be unopened and in good condition (no damaged, dented, or rusty cans, or torn boxes).
- No alcoholic beverages, bottled or canned beverages (water, juice, or pop), candy, or U.S. government food products will be accepted.
- The library will allow fines to be waived only for items owned by the Round Lake Area Library. Patrons from other districts are allowed to participate in this program. Again, waivers will be applied only to Round Lake materials.

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

e. Approval of Purchase and Installation of Carpet: Cathy Warner tabled motion for 6 months. No Motion. No Action.

f. Approval to Close Library to Install Carpet: No Motion. No Action.

g. Approval to Purchase Staff Holiday Gift Cards: Charlie Foy made a motion to approve the purchase of staff holiday gift cards in the amount of \$75.00 per employee from K-Mart. Patty Smart seconded. All Trustees present, Foy, Klein, Repa, Richmond, Smart and Warner voted Aye. Motion carried.

h. Appoint Trustee to Fill Vacant Position on Library Board: Cathy Warner directed Jim to schedule interviews with prospective candidates to meet with Trustees at the November 28th Board meeting. Interview times will be set up for 6:15 p.m. and 6:30 p.m. that evening. No Motion. No Action.

- i. Set Date for Meeting to Select Library Trustee: No Motion. No Action.

Library building consultant, Fred Schlipf, met with Trustees to discuss their plans, requests, and expectations for additional space in both the existing library building and an "ideal" building. Fred covered a very extensive set of topics. Fred will provide Trustees a draft of a preliminary Building Plan in time for the Board's November 28, 2012 meeting.

11. Executive Session

None

12. General Good and Welfare

13. Adjournment

President, Cathy Warner, adjourned the meeting at 8:35 p.m.

Respectfully submitted,

Name: _____ Date: _____

Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____

Patty Smart,
Secretary, Library Board of Trustees