

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  
September 25, 2013 – 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	Anne Richmond	P
Laura Frye	P	Carolina Schottland	P 6:06 p.m.
Diane Klein	P	Cathy Warner	P

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Maggie Rodriguez, Head of Circulation	P

**3. Pledge of Allegiance**

All Present recited the Pledge of Allegiance

**4. Approval of Agenda**

Diane Klein made a motion to Approve the Agenda as presented, Anne Richmond seconded. The following Trustees, (Foy, Frye, Klein, Richmond and Warner), voted Aye, motion carried.

**5. Public Introductions and Comments**

No public present

**6. Approval of Minutes**

- a. Budget and Appropriation Hearing Meeting Minutes for August 28, 2013:  
Anne Richmond made a motion to approve the Budget and Appropriation Hearing Meeting Minutes for August 28, 2013 as presented. Diane Klein seconded. The following Trustees, Klein, Richmond and Warner, voted Aye. The following Trustees, Foy and Frye, abstained. Motion Carried.
- b. Regular Board Meeting Minutes for August 28, 2013:  
Laura Frye made a motion to approve the Regular Board Meeting Minutes for August 28, 2013 as presented. Anne Richmond seconded. The following Trustees, Frye,

Klein, Richmond and Warner, voted Aye, the following Trustee, Foy, abstained.  
Motion Carried.

## 7. Financial Business

a. Bookkeeping Report

b. Vendor's List - Warrant # 675

Anne Richmond made a motion to approve Warrant #675 and the Addendum to it, Laura Frye seconded. On a Roll Call vote all Trustees present, (Foy, Frye, Klein, Richmond, Schottland and Warner), voted Aye. Motion Carried.

c. Investment Rates:

	Illinois Funds	PNC	Investments (aggregate)
June	.018%	.23%	
July	.015%	.23%	
August	.014%	.23%	

## 8. Communications

a. Department Report – Maggie Rodriguez, Head of Circulation:

Maggie reviewed the latest happenings in the Circulation department along with highlights from September Library Card Signup Month. The Food for Fines and Fiesta program held on September 21st were very successful. The library collected over 1,400 food items and waived the corresponding amount in fines. Several patrons were very happy with the chance to remove old fines from their accounts. Trustees asked Maggie some questions about Unique Management, the Library collection service and thanked Maggie for her continued hard work.

b. Review of Facilities Management Conference: Cathy Warner and Robbyn Allbee reviewed topics covered at the Facilities Management Conference. Seminars attended included: improving emergency efficiency with induction and LED lighting, installing interior enhancements (partitions, lockers), meeting ADA compliance, following up with new OSHA changes and compliance, implementing building automation, preventing workplace violence through facility design, fire alarm testing, inspection, and maintenance, using green cleaning supplies and techniques, and fire door inspections.

c. Building and Grounds Committee: Cathy Warner established the Building and Grounds Committee for the purpose of discussing long-range building needs, focusing on large-scale projects. Carolina Schottland volunteered to participate on this committee.

## 9. Library Director's Report

a. Jim presented the Director's Report as written.

b. Laura Frye and Cathy Warner stated they would like to attend the Illinois Library Association Trustee Day on October 16<sup>th</sup>.

c. Trustees conducted a second review of the Per Capita Grant Application documents and application form. Documents reviewed included:

a. Chapter 10, "Marketing, Promotion, and Collaboration" of the most recent edition of Standards for Illinois Public Libraries.

b. Environmental Scan (SWOT analysis) of the library and community.

- c. Everyone agreed the responses in these documents are accurate and appropriate for our community.

**10. Action Items**

- a. Acceptance of Proposal to Offer Early Voting at Library:  
Laura Frye made a motion to decline the Proposal to Offer Early Voting at Library. Charlie Foy seconded. The following Trustees, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion to forgo early voting at the library carried.
- b. Approval of FY 2013-2014 Per Capita Grant Application:  
Anne Richmond made a motion to approve the FY 2013-2014 Per Capita Grant Application. Carolina Schottland seconded. On a Roll Call vote all Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion Carried.
- c. Approval of Audio Video Display Equipment Installation in Activity Room:  
Laura Frye made a motion to approve proposal "B" from Frostline, Charlie Foy seconded. On a Roll Call vote all Trustees present, Foy, Frye, Klein, Richmond, Schottland and Warner, voted Aye. Motion Carried.

**11. Executive Session: None**

**12. General Good and Welfare**

**13. Adjournment**

President Cathy Warner adjourned the meeting at 6:56 p.m.

Respectfully submitted,

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Laura Frye,  
Secretary, Library Board of Trustees