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**ROUND LAKE AREA LIBRARY
BOARD OF TRUSTEES
BOARD MEETING MINUTES
REGULAR MEETING
Meeting Room
December 16, 2009 – 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 pm

2. **Roll Call:**

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

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
John Haliotis	P

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

4. **Approval of Agenda:**

Linda Kauffman made a motion to accept the agenda with a change to move Appointment of New Trustee to the beginning of Action Items section. Patty Smart seconded. All Trustees present (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner) voted Aye. Motion carried.

5. **Public Introductions and Comments**

Amada Hollingsworth and Chris McClure were present. Chris McClure reviewed the library's FY 2008-2009 financial audit report with Trustees.

The public is invited to provide comments at the beginning of each meeting. Any person or group wishing to speak is requested to sign in prior to the meeting, indicating the issue that they are addressing. The time for comments will be limited to three minutes per person. Please note that the Board will listen to the comments but may not take official action during this meeting. However, a member of the Board may give direction to staff following a presentation.

6. **Approval of Minutes**

a. Tax Levy Hearing Meeting Minutes for November 18, 2009:

Diane Klein made a motion to accept the Tax Levy Hearing Meeting Minutes for November 18, 2009 as presented. Patty Smart seconded. The following

Trustees (Kauffman, Klein, Ogilvie, Skorcz, and Smart) voted Aye. Trustee Warner abstained. Motion carried.

b. Regular Board Meeting Minutes for November 18, 2009:

Linda Kauffman made a motion to accept the Regular Board Meeting Minutes for November 18, 2009 as presented. Shari Skorcz seconded. The following Trustees (Kauffman, Klein, Ogilvie, Skorcz, and Smart) voted Aye. Trustee Warner abstained. Motion carried.

c. Special Board Meeting Minutes for December 2, 2009:

Patty Smart made a motion to accept the Special Board Meeting Minutes for December 2, 2009 as presented. Cathy Warner seconded. The following Trustees (Kauffman, Klein, Smart and Warner) voted Aye. The following Trustees (Ogilvie and Skorcz) abstained. Motion Carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 630
- c. Investment Rates:

i. Illinois Funds		ii. National City/PNC	
August	.153 %	August (Assoc. Bank)	0.25%
September	.157 %	September	0.55 %
October	.093 %	October	0.55%
November	.117 %	November	0.54%

Brad Ogilvie made a motion to accept Warrant #630. Linda Kauffman seconded. On a roll call vote, all Trustees present (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner) voted Aye. Motion carried.

8. Communications

- a. Department Report – John Haliotis, Information Technology Systems Administrator presented a review of activities and upcoming projects to Trustees.
- b. The Board received a Thank You card from Ginny Vehlow for the Holiday Gift cards.

9. Library Director's Report:

- a. Planning Objectives: Trustees agreed Jim DiDonato should move forward with the following projects:
 - 1. Digital Past Project – purchase and implementation
 - 2. Re-lighting the Lobby, Vestibule, and Stairwell

3. New Information Desk/Circulation Workstation – purchase and installation

- b. Interview Prospective Board Candidates: Prospective Candidate, Bill Gentes, withdrew his application for the open position. Trustees did not conduct a formal second interview with candidate, Mandy Hollingsworth.

10. Action Items

- f. Appointment of New Trustee:

Brad Ogilvie made a motion to appoint Amanda Hollingsworth as Trustee. Linda Kauffman seconded. All Trustees present (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner) voted aye. Motion carried.

Diane Klein, Board-President, administered the Oath of Office to Amanda Hollingsworth at 7:10 pm.

- a. Approval of FY 2008-2009 Audit (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1):

Cathy Warner made a motion to approve the FY 2008-2009 Financial Audit, as presented, by McClure, Inserra, Inc. Patty Smart seconded. All Trustees present (Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, Smart, and Warner) voted aye. Motion carried.

- b. Approval of Security Camera Purchase:

Cathy Warner made a motion to accept the bid from Allied Central Security & Alarm, Inc. in the amount of \$13,448.90 for purchase and installation of a security camera system. Brad Ogilvie seconded. On a Roll call vote, all Trustees present (Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner) voted aye. Motion carried.

- c. Approval of Computer Network Equipment Purchase:

Cathy Warner made a motion to accept the bid of Paragon Micro in the amount of \$5,328.96 for purchase of computer network data switches. Patty Smart seconded. On a Roll call vote, all Trustees present (Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner) voted aye. Motion carried.

- d. Approval of Board Bylaws – Second Draft:

Tabled until January 2010

- e. Approval of Credit Card Account Limit:

Linda Kauffman made a motion to increase the aggregate credit limit on the library's credit card account at National City to \$15,000. Brad Ogilvie seconded. On a Roll call vote, the following Trustees

(Hollingsworth, Kauffman, Ogilvie, Skorcz, Smart and Warner) voted aye. Trustee Klein abstained. Motion carried.

- g. Approve Date of Special Meeting for the Purpose of Interviewing Prospective Candidates for Open Trustee Position:
No motion / No action

11. Executive Session for the purpose of reviewing closed session minutes

The discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
(5 ILCS 120/2(c)(21).)

Diane Klein made a motion to move into Executive Session at 7:39 p.m. for the purpose of reviewing the second half of the year Executive Session minutes. Cathy Warner seconded. All Trustees present (Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, Smart, and Warner) voted aye. Motion carried.

Diane Klein made a motion to return to the regular Board meeting at 7:46 pm. Shari Skorcz seconded. All trustees present (Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner), voted aye. Motion carried.

- h. Second Half of Year Review of Closed Session Minutes (5 ILCS 120/2.06):
Cathy Warner made a motion to keep all Closed Session Minutes for the second half of year closed. Linda Kauffman seconded. The following Trustees (Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner) voted Aye. Trustee Hollingsworth abstained. Motion carried.

- i. Ratify Annual Report of Receipts and Disbursements for FY 2008- 2009
(30 ILCS 15/1 and 15/2):

Diane Klein made a motion to ratify the Annual Report of Receipts and Disbursements for FY 2008 – 2009, Amanda Hollingsworth seconded. On a roll call vote all trustees present (Hollingsworth, Kauffman, Klein, Ogilvie, Skorcz, Smart and Warner) voted aye. Motion carried.

- 12. Executive Session for the purpose of discussing the selection of a person to fill a public office:** Trustees did not enter into Executive Session to discuss this topic.

13. General Good and Welfare

14. Adjournment

Diane Klein adjourned the meeting at 7:53 pm