

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 AGENDA
REGULAR MEETING
Computer Classroom
November 18, 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 6:03 pm

2. Roll Call:

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

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

3. Approval of Agenda

Shari Skorcz made a motion to approve the agenda as presented. Brad Ogilvie seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz and Smart), voted Aye.

4. Public Introductions and Comments

No Public Present; no public discussion

5. Approval of Minutes

a. Regular Board Meeting Minutes for October 28, 2009:

Linda Kauffman made a motion to approve the Minutes from the October 28, 2009 meeting. Brad Ogilvie seconded. All Trustees present, (Kauffman, Klein, Ogilvie, Skorcz and Smart), voted Aye. Motion carried.

6. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 629

Brad Ogilvie made a motion to approve Warrant 629, in the amount of \$147,796.30. Linda Kauffman seconded. On a roll call vote all Trustees present, (Kauffman, Klein, Ogilvie, Skorcz and Smart), voted Aye

- c. Investment Rates:

i. Illinois Funds		ii. Associated Bank	
July	.174 %	July	0.25 %
August	.153 %	August	0.25%
September	.157 %	September	0.25 %
October	.093 %	October	0.25%

7. Communications

- a. Department Report – Jeff Ahrens, Technical Services: Jeff Ahrens present the Board with an update on activities in the Technical Services department.
- b. The Board was also given a short presentation from Candice Lutz summarizing the November 15th Native American Mini POW-WOW Sunday Sampler. This program received coverage in three newspapers. A patron who visited and video taped the event sent a note of thanks along with a DVD showing highlights of the program. The library also received a “Saw You in the News” recognition letter from State Senator, Michael Bond, letting us know he read the article about the POW-WOW in the News-Sun.
- c. Trustees were also given copies of the following documents:
 1. The Chamber of Commerce invitation to their annual dinner with Santa
 2. Four letters of Interest for the vacant board position
 3. Thank you letter to Wal-Mart for the \$2,000.00 Grant
 4. Thank you note to the Round Lake Park District for assistance they provided with the library's book drop and tree trimming
 5. Development Application from the Village of Round Lake for shopping center complex at Fairfield and Route 134

8. Library Director's Report: Trustees reviewed the Library Director's Report as presented.

9. Action Items

- a. Approval of Tax Levy Ordinance – AN ORDINANCE PROVIDING FOR LEVYING AND ASSESSING TAXES OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2009, AND ENDING JUNE 30, 2010:

Linda Kauffman made a motion to approve the Tax Levy Ordinance, 11-18-2009-TLO - AN ORDINANCE PROVIDING FOR LEVYING AND ASSESSING TAXES OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2009, AND ENDING JUNE 30, 2010. Brad Ogilvie seconded. On a roll call vote all Trustees present (Kauffman, Klein, Ogilvie, Skorcz and Smart) voted Aye. Motion carried.

- b. Approval of Dates to Close Library in 2010 for Staff Training:

Brad Ogilvie made a motion to approve closing the library on March 26, July 30, and November 5 in 2010 for the purpose of holding staff training sessions. Patty Smart seconded. All Trustees present (Kauffman, Klein, Ogilvie, Skorcz and Smart), voted Aye. Motion carried.

- c. Approval of An Ordinance to Approve Proposed Amendments to LIMRiCC By-laws and Intergovernmental Agreements

Patty Smart made a motion to an Ordinance 11-28-2009-LIMRiCC to approve Proposed Amendments to LIMRiCC By-laws and Intergovernmental Agreements. Linda Kauffman seconded. On a roll call vote all Trustees present (Kauffman, Klein, Ogilvie, Skorcz and Smart) voted Aye. Motion carried.

- d. Approval of Board Bylaws – First Draft

Trustees reviewed the first draft revision of the Board By-laws. Trustees asked to have the library's attorney clarify a point defining succession of responsibilities in the absence of the Board-President and Treasurer. No motion was made; no action was taken. The second draft of the by-laws will be reviewed at the December 16th regular Board meeting.

- e. Approval of Investment Policy

Diane Klein made a motion to approve the Investment Policy with the addition of a statement indicating that no single investment shall exceed \$200,000.00. Brad Ogilvie seconded. On a roll call vote all Trustees present (Kauffman, Klein, Ogilvie, Skorcz and Smart) voted Aye. Motion carried.

f. Approval of Bonding Insurance for Board Treasurer

Diane Klein made a motion to increase the Bonding Insurance coverage for Board Treasurer from \$1,331,000 to \$2,000,000.00 for a cost not to exceed \$2,880. Patty Smart seconded. On a roll call vote the following Trustees voted aye: Kauffman, Klein, Skorcz and Smart. Brad Ogilvie abstained. Motion carried.

g. Appointment of New Trustee

Trustees reviewed letters of interest from prospective candidates. Trustees instructed Executive Director, DiDonato to send copies of interview questions to President, Klein for review. No motion was made; no action taken.

h. Approve Date of Special Meeting for the Purpose of Interviewing Prospective Candidates for Open Trustee Position

Diane Klein made a motion to set the Date of Special Meeting for the Purpose of Interviewing Prospective Candidates for Open Trustee Position for December 2, 2009 at 6:00 pm. Shari Skorcz seconded. All Trustees present (Kauffman, Klein, Ogilvie, Skorcz and Smart) voted Aye. Motion carried.

10. **General Good and Welfare**

11. **Executive Session for the purpose of discussing the selection of a person to fill a public office**

The Board did not enter into Executive Session

12. **Adjournment**

President Diane Klein adjourned the meeting at 8:29 pm