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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
REGULAR MEETING  
Meeting Room  
December 14, 2011 – 6:00 p.m.**

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

**1. Call to Order**

President Linda Kauffman called the meeting to order at 6:16 p.m.

**2. Roll Call:**

Mandy Hollingsworth	P	Anne Richmond	P
Linda Kauffman	P	Patty Smart	P
Diane Klein	P	Cathy Warner	P
Ron Repa	P		
Jim DiDonato, Executive Director			P
Robbyn Allbee, Administrative Manager			P
Rich Erikson, Head of Adult Services			P

**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. Diane Klein seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Repa, Richmond, Smart and Warner, voted aye. Motion carried.

**5. Public Introductions and Comments**

Trustee Ron Repa excused himself from the meeting at this time.

Public present:

Deb Allen, Head of Youth Services; Edith Basir, Volunteer Coordinator; Don Hatch, former Round Lake Library Board President; Lisle Kauffman; Barb Pfannkuche, former Round Lake Area Public Library Director; Gail Wirtz, current Technical Services Assistant.

## 6. Approval of Minutes

### a. Tax Levy Hearing Minutes - November 16, 2011:

Diane Klein made a motion to approve the Tax Levy Hearing Minutes from November 16, 2011. Anne Richmond seconded. On a Roll Call vote all Trustees present, Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted aye. Motion carried.

### b. Regular Board Meeting Minutes for November 16, 2011:

Mandy Hollingsworth made a motion to approve the Regular Board Meeting Minutes for November 16, 2011. Patty Smart seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted aye. Motion carried.

## 7. Financial Business

### a. Bookkeeping Report

### b. Vendor's List - Warrant # 654

Mandy Hollingsworth made a motion to approve Warrant # 654. Anne Richmond seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted aye. Motion carried.

### c. Investment Rates:

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

## 8. Communications

a. Department Report – Rich Erikson, Head of Adult Services: Rich gave a detailed review of some very successful Adult Services programs and highlighted a few upcoming events. The Board thanked Rich and the Adult Services team for all their hard work.

b. The Board was given a Thank You card from a staff member for the Holiday Gift cards

## 9. Library Director's Report:

Jim presented his report as written.

## 10. Action Items

### a. Motion to Honor Trustee, Linda Kauffman, for Service to the Library:

Cathy Warner made a motion to honor Trustee, Linda Kauffman, for many years of service to the library. Patty Smart seconded. All Trustees present,

Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted aye. Motion carried.

b. Executive Officer Elections:

Diane Klein made a motion to appoint Cathy Warner as President effective January 1, 2012. Patty Smart seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted aye. Motion carried.

Cathy Warner made a motion to appoint Diane Klein Vice President effective January 1, 2012. Patty Smart seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted aye. Motion carried.

The Library Board's Officers effective January 1, 2012:

- President, Cathy Warner
- Vice President, Diane Klein
- Secretary, Patty Smart
- Treasurer, Mandy Hollingsworth

c. Ratify Annual Report of Receipts and Disbursements for FY 2010-2011 (30 ILCS 15/1 and 15/2) (50 ILCS 305/1):

Cathy Warner made a motion to ratify the Annual Report of Receipts and Disbursements for FY 2010-2011. Anne Richmond seconded. On a Roll call vote all Trustees present, Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted aye. Motion carried.

## 11. **Executive Session**

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).)

Mandy Hollingsworth made a motion to enter Executive Session at 7:40 for the purpose of discussing Closed Session minutes for the second half of the year. Anne Richmond seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted aye. Motion carried.

Anne Richmond made a motion to exit Executive Session and enter into open session at 7:51 p.m., Diane Klein seconded. All Trustees present,

Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted aye.  
Motion carried.

10. **Action Items**

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

Mandy Hollingsworth made a motion to keep the Second Half of Year Closed Session Minutes closed. Patty Smart seconded. All Trustees present, Hollingsworth, Kauffman, Klein, Richmond, Smart and Warner, voted aye. Motion carried.

12. **General Good and Welfare:** All members of the public applauded Linda Kauffman for her 35 plus years of service to the library. Trustees, former Trustees, staff, and Barb Pfannkuche thanked Linda for her dedication to the library and wished Linda the very best in her life yet to come.

13. **Adjournment:**

President Linda Kauffman adjourned the meeting at 8:02 p.m.