

*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  
Activity Room  
June 27, 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 6:05 p.m.

**2. Roll Call:**

Charlie Foy	P	Anne Richmond	P
Mandy Hollingsworth	P	Patty Smart	P
Diane Klein	P	Cathy Warner	P
Ron Repa	A		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	A
Margarita Rodriguez, Head of Circulation	P
Marina Stevens, Adult Services Librarian	P
Gail Wirtz, Technical Services Assistant	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. Mandy Hollingsworth seconded. All Trustees present, Foy, Hollingsworth, Klein, Richmond, Smart, and Warner voted Aye. Motion carried.

**5. Public Introductions and Comments:** George Kacan and Tara Hoeksema from architecture firm, Fanning-Howey.

**6. Approval of Minutes:**

a. Regular Board Meeting Minutes for May 23, 2012:

Mandy Hollingsworth made a motion to approve the Regular Board Meeting Minutes for May 23, 2012. Patty Smart seconded. The following Trustees voted Aye: Foy, Hollingsworth, Richmond, Smart, and Warner. The following Trustees, Klein, Abstained. Motion carried.

## 7. Financial Business:

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 660

Mandy Hollingsworth reviewed recent investment and interest rates and library balances. Mandy Hollingsworth made a motion to accept Warrant # 660 as presented. Diane Klein seconded. On a roll call vote all Trustees present, Foy, Hollingsworth, Klein, Richmond, Smart, and Warner voted Aye. Motion carried.

- c. Investment Rates:

i. Illinois Funds		ii. PNC	
February	0.097%	February	0.25%
March	0.101%	March	0.25%
April	0.101%	April	0.25%

## 8. Communications:

- Department Report: Margarita Rodriguez reviewed updates and changes she has made in the Circulation department since moving into that position on February 17, 2012. Trustees thanked Maggie for her outstanding work and wished her good luck following up with future plans.
- Review of Library History Site: Gail Wirtz walked Trustees through the process she followed in developing the library's online historical archive site. Trustees thanked Gail for her fantastic work creating and organizing such an involved project.
- Preview of Library's New Website: Marina Stevens previewed the library's new website set to go live on July 5, 2012. The new site was designed to work with a variety of new smartphones, to make posting articles more efficient for staff, and provide a more useful interface for patrons. Trustees agreed Marina did an excellent job working on this site and thanked her and IT Systems Administrator, John Haliotis, for their dedication to this project.

## 9. Library Director's Report

- Jim DiDonato presented the Director's Report as written.
- Jim reported that the HVAC service company completed replacement of the failed compressor on the library's air conditioning system on June 27<sup>th</sup> and the air temperature has returned to a comfortable level.
- Landscaping at the front entrance was completed in mid-June. The library will hold a dedication with the past and present Friends Executive Committee thanking the Friends for their generous donation once the benches, table, and planter arrive.

- Jim announced that the Friends met at 5:00 pm on Wednesday, June 27<sup>th</sup> – just prior to the Library Board Meeting, where Friends elected a new slate of officers and set an agenda for the next six months. The new officers are as follows: President, Patty Smart; Vice-President, Michael Carbone; Treasurer, Jerry Dietz; Secretary, Edith Basir.

## 10. Action Items

- a. Approve GASB 54 Fund Balance Declaration Policy:  
Diane Klein made a motion to approve the GASB 54 Fund Balance Declaration Policy as presented. Patty Smart seconded. All Trustees present, Foy, Hollingsworth, Klein, Richmond, Smart, and Warner voted Aye. Motion carried.
  
- b. Approve Surplus Funds Ordinance:  
Anne Richmond made a motion to approve Ordinance 06-27-2012-RESERVES - an Ordinance Authorizing the Board of Trustees of the Round Lake Area Public Library District to Create a Reserve for the Purpose of Expanding Library Services. Patty Smart seconded. All Trustees present, Foy, Hollingsworth, Klein, Richmond, Smart, and Warner voted Aye. Motion carried.
  
- c. Approve FY 2012-2013 Planning Objectives:  
Trustees discussed the proposed FY 12-13 Planning Objectives. Trustees agreed to move forward with all items on the list with the exception of the following items, which will be discussed at the July and August meetings, when the entire set of Planning Objectives will be reconsidered for formal approval. Trustees asked Jim to provide cost information on the items listed below. No action was made.
  - New Flooring in Meeting Room: Jim and Robbyn will start searching for contractors to replace carpet in the Meeting Room.
  - Resurface the Parking Lot: Jim and Robbyn will draft up a bid packet seeking proposals from contractors to replace the library's parking lot.
  - New Circulation Desk: Jim and Margarita Rodriguez will review the costs associated with purchasing a complete Circulation desk from a national library furniture vendor and a local carpenter. Costs will be presented to the Board for consideration no later than the August Board meeting.
  - Lobby Display: Diane Klein and Jim will research the various donation box options in lieu of a large display.
  - Building Studies: The library will get pricing for a space needs assessment from Anders Dalghren, Fred Schlipf, and George Lawson. The remaining studies, listed below, will not be considered for approval

until after Trustees have reviewed a completed space needs assessment.

- Conduct an architectural survey to determine feasibility of expanding to a third floor
- Conduct a site survey to determine expansion options on the undeveloped land between the west end of the parking lot and Harrison Road:
- Architectural Review and Engineering Evaluation
- Site Assessment and Valuation
- Financial Analysis and Plan

d. Approve FY 2012-2013 Tentative In-house Budget:

Anne Richmond made a motion to approve the Tentative In-house Budget as presented. Patty Smart seconded. On a roll call vote all Trustees present, Foy, Hollingsworth, Klein, Richmond, Smart, and Warner voted Aye. Motion carried.

e. DISCUSSION AND ACTION ON A RESOLUTION ADOPTING A TENTATIVE FORM OF AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2012, AND ENDING JUNE 30, 2013:

Anne Richmond made a motion to approve Resolution 06-27-2012-TENT-BAO - A RESOLUTION ADOPTING A TENTATIVE FORM OF AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2012, AND ENDING JUNE 30, 2013. Mandy Hollingsworth seconded. On a roll call vote all Trustees present, Foy, Hollingsworth, Klein, Richmond, Smart, and Warner voted Aye. Motion carried.

f. Set Date for Budget and Appropriation Hearing:

Patty Smart made a motion to hold the 2012 Budget and Appropriation Hearing at 5:55 on Wednesday, August 22, 2012, in the library's Meeting Room. Anne Richmond seconded. All Trustees present, Foy, Hollingsworth, Klein, Richmond, Smart, and Warner voted Aye. Motion carried.

g. Approve Day of Amnesty During September Library Card Sign-up Month:

Patty Smart made a motion to approve a day of amnesty on September 22, 2012, in an attempt to encourage former patrons to start using the library again and to inspire patrons to return long overdue materials. Patty moved to allow patrons to return overdue items to the library and not be

charged fines, processing fees, or referral fees (collection agency fees), up to a maximum of \$25, provided the items are returned in good condition, on September 22<sup>nd</sup>. This waiver only applies to Round Lake Area Library district patrons and to materials owned by the Round Lake Area Library. Charlie Foy seconded. On a roll call vote all Trustees present, Foy, Hollingsworth, Klein, Richmond, Smart, and Warner voted Aye. Motion carried.

## 11. **Executive Session:**

Patty Smart made a motion to enter Executive Session for the purpose of reviewing Closed Session Minutes and Discussing Personnel at 8:19 pm. Charlie Foy seconded. All Trustees present, Foy, Hollingsworth, Klein, Richmond, Smart, and Warner voted Aye. Motion carried.

Patty Smart made a motion to re-enter Regular Session at 8:40. Charlie Foy seconded. All Trustees present, Foy, Hollingsworth, Klein, Richmond, Smart, and Warner voted Aye. Motion carried.

- h. Review of Closed Session Minutes – First Half of Year (5 ILCS 120/2.06):  
Diane Klein made a motion to keep the First Half of Year Closed Session Minutes closed. Mandy Hollingsworth seconded. All Trustees present, Foy, Hollingsworth, Klein, Richmond, Smart, and Warner voted Aye. Motion carried.
- i. Conduct Director's Performance Review:  
Trustees thanked Jim for his continued service to the library and asked that he continue to provide the same level of service in the future.
- j. Approve Director's Contract:  
Mandy Hollingsworth made a motion to approve the director's contract as written, and to provide the director a permanent 2% increase in salary, effective July 1, 2012. Patty Smart seconded. On a roll call vote all Trustees present, Foy, Hollingsworth, Klein, Richmond, Smart, and Warner voted Aye. Motion carried.
- k. Set Special Meeting Date for Director's Performance Review:  
No motion. No discussion. No action.

**12. General Good and Welfare**

**13. Adjournment**

President Cathy Warner adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Jim DiDonato,  
Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Patty Smart,  
Secretary, Library Board of Trustees