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**ROUND LAKE AREA LIBRARY  
BOARD OF TRUSTEES  
BOARD MEETING  
REGULAR MEETING MINUTES  
Meeting Room  
December 19, 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 6:15 p.m.

**2. Roll Call**

Charlie Foy	A	Anne Richmond	P
Diane Klein	P	Patty Smart	P
Ron Repa	A	Cathy Warner	P
Jim DiDonato, Executive Director			P
Robbyn Allbee, Administrative Manager			P
John Haliotis, Information Technology Systems Administrator			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 with the following changes:

- Move Action Item A: Swear In and Administer Oath to New Trustee to immediately follow Approval of the Agenda
- Add to Communications:
  - B. Thank You card from Employee
  - C. Report from Diane Klein regarding Status of Safe Deposit Box Key

Patty Smart seconded. All Trustees present, (Klein, Richmond, Smart and Warner), voted Aye. Motion carried.

**Action Items**

- a. Swear In and Administer Oath to New Trustee:  
Patty Smart administered the Oath of Office to Laura Frye.

A second roll call was conducted.

Charlie Foy	A	Anne Richmond	P
Laura Frye	P	Patty Smart	P Left at 6:30 p.m.
Diane Klein	P	Cathy Warner	P
Ron Repa	A		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
John Haliotis, Information Technology Systems Administrator	P

## 5. Public Introductions and Comments

No public was present

## 6. Approval of Minutes

### a. Regular Board Meeting Minutes for November 28, 2012:

Anne Richmond made a motion to approve the Regular Board Meeting Minutes for November 28, 2012. Diane Klein seconded. The following Trustees voted Aye, Klein, Richmond and Warner. The following Trustees abstained, Frye and Smart. Motion carried.

### b. Special Meeting Minutes - December 5, 2012:

Patty Smart made a motion to approve the Special Meeting Minutes - December 5, 2012. Diane Klein seconded. The following Trustees voted Aye, Klein, Richmond, Smart and Warner. The following Trustee abstained, Frye. Motion carried.

## 7. Financial Business

### a. Bookkeeping Report

### b. Vendor's List - Warrant # 666

Anne Richmond made a motion to accept Warrant # 666, Diane Klein seconded. On a Roll Call vote all Trustees present, Frye, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

### c. Investment Rates:

	Illinois Funds	PNC	Investments (aggregate)
September	.125%	.25%	
October	.128%	.25%	
November	.117%	.23%	

## 8. Communications

- a. Department Report – John Haliotis, Information Technology Systems Administrator: The Board thanked John for all his hard work with recent IT projects and installations.
- b. Thank You Card From Edith Basir: The Board read a Thank You card from Edith Basir for the gift of the holiday gift card.
- c. Safe Deposit Box Key: Diane Klein stated she would continue to searching for the key.

## 9. Library Director's Report

Jim presented the report as written

## 10. Action Items

- b. 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, 2012, AND ENDING JUNE 30, 2013:

Laura Frye made a motion to Approval of Tax Levy Ordinance 12-19-2012-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, 2012, AND ENDING JUNE 30, 2013. Anne Richmond seconded. On a Roll Call vote all Trustees present, Frye, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.
- c. Ratify Annual Report of Receipts and Disbursements for FY 2011-2012 (30 ILCS 15/1 and 15/2) (50 ILCS 305/1):

Laura Frye made a motion to Ratify the Annual Report of Receipts and Disbursements for FY 2011-2012. Anne Richmond seconded. On a Roll Call vote all Trustees present, Frye, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.
- d. Approval of Final Draft of Building Program:

Anne Richmond made a motion to approve the Final Draft of Building Program. Laura Frye seconded. All Trustees present, Frye, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.
- e. Second Half of Year Review of Closed Session Minutes (5 ILCS 120/2.06):

Diane Klein made a motion to keep the Second Half of Year Closed Session Minutes closed. Anne Richmond seconded. All Trustees

present, Frye, Klein, Richmond, Smart and Warner, voted Aye.  
Motion carried.

**11. Executive Session**

Closed session for the purpose of discussing 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).)

Anne Richmond made a motion to enter into Executive Session at 7:03 p.m. for the purpose of conducting the Second Half of Year Review of Closed Session Minutes (5 ILCS 120/2.06). Diane Klein seconded. All Trustees present, Frye, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

Anne Richmond made a motion to exit Executive Session and return to the Regular Board meeting at 7:09 p.m., Laura Frye seconded. All Trustees present, Frye, Klein, Richmond, Smart and Warner, voted Aye. Motion carried.

**12. General Good and Welfare**

**13. Adjournment**

President Cathy Warner adjourned the meeting at 7:20 p.m.

Respectfully submitted,

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

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