

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
MEETING ROOM
January 27, 2016 – 6:30 p.m.**

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

1. **Call to Order:** Vice President Diane Klein called the meeting to order at 6:35 p.m.

2. **Roll Call**

Mike Bock	A	Anne Richmond	P
Laura Frye	P	Carolina Schottland	A
Diane Klein	P	Cathy Warner	A
Kathy Oetker	P		

Jim DiDonato, Executive Director	P
Cheryl Clark, Administrative Assistant	P
Edith Basir, Volunteer Coordinator	P
Aleece Michalak, Youth Services Librarian	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 written. Laura Frye seconded. All Trustees present, Frye, Klein, Oetker, and Richmond voted aye. Motion carried.

5. **Public Introductions and Comments**

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.

Margarita Rodriguez, Head of Circulation. Representatives from Boy Scout Troops 85, 275, and 679: Jose D. Rodriguez, Kevin Rodriguez, Iain Abernathy, Kate Lister, Steven Thomas, Lucas Thomas, Malcolm Abernathy, Gabriel Abernathy.

6. **Approval of Minutes**

a. Regular Board Meeting Minutes for December 16, 2015:

Laura Frye made a motion to approve the Regular Board Meeting Minutes for December 16, 2015 as written. Kathy Oetker seconded. All Trustees present, Frye, Klein, Oetker, and Richmond voted aye. Motion carried.

- b. Long Range Planning Meeting for January 19, 2016:
Kathy Oetker made a motion to approve the minutes for the Long Range Planning Meeting on January 19, 2016. Laura Frye seconded. Trustees Frye, Klein, and Oetker voted aye. Trustee Richmond abstained. Motion carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor’s List - Warrant # 703

Laura Frye made a motion to approve warrant # 703. Anne Richmond seconded. On a roll call vote, all Trustees present, Frye, Klein, Oetker, and Richmond voted aye. Motion carried.

- c. Investment Rates:

	Illinois Funds	State Bank of the Lakes
November	.045%	.20%
December	.040%	.20%
January	.107%	.20%

8. Communications:

- a. Department Report – Volunteer Coordinator:
Edith Basir described some of the activities of volunteers at the Round Lake Area Public Library, taking time to especially thank Boy Scout Troop 275 for their help in planting trees in a recent permaculture project for the library. She noted that her job as Volunteer Coordinator was to recruit, train, and retain an unpaid workforce, but that we have many eager volunteers, so recruitment is not needed much here. We currently have 45 volunteers, and 2 therapy dogs. Boy Scout Troop 275, Girl Scout Troop 40345, and the Round Lake High School NHS are among our regular volunteers. Edith is also liaison to the Friends of the Round Lake Library, organizing a variety of fundraisers. She arranges our citizenship resources and is planning seminars and other citizenship events. She hopes to add a system of background checks to the volunteer program in the future. The Board noted that Edith does “a ton” of work for the library, and thanked her for all her efforts.
- b. Additional Report – Digital Literacy Program:
Aleece Michalak, Youth Services Librarian, reported that Magee Middle School partnered with the Round Lake Area Public Library to provide digital literacy training for their students. This past fall, as part of a regular class, students visited the library monthly, participating in exercises that increased their knowledge of library resources. Between library sessions, they worked on assignments such as book reviews and designing flyers to help others locate materials for science fair and country projects. Students used these skills and their project flyers to create library displays that proved very popular with patrons. The program was such a success with the students, teachers and patrons that the partnership will probably resume next year. The Board thanked Aleece for her work on this special partnership.

Jim DiDonato also noted the success of our most recent Red Cross Blood Drive. In an email, Outreach Coordinator Sandra Lopez reported that 31 donors registered, and 30 pints of blood were collected.

Jim also presented the Board with two charts of data comparing our library to others in the area, and followed this with a brief explanation of Equalized Assessed Value.

9. **Library Director's Report** Jim presented the report as written.

10. **Action Items**

a. Action on Starting Bid Process to Conduct a Long Range Plan :

Anne Richmond made a motion to start the bid process to conduct a Long Range Plan. Laura Frye seconded. On a roll call vote, all Trustees present, Frye, Klein, Oetker, and Richmond voted aye. Motion carried.

b. Action on Starting Bid Process to Conduct an Architectural Building Master Plan :

Kathy Oetker made a motion to start the bid process to conduct an Architectural Building Master Plan. Anne Richmond seconded. On a roll call vote, all Trustees present, Frye, Klein, Oetker, and Richmond voted aye. Motion carried.

c. Ratify Semi-Annual Report of Receipts and Disbursements for Second Half 2015 (50 ILCS 305/1):

Laura Frye made a motion to ratify the Semi-Annual Report of Receipts and Disbursements for the Second Half 2015 (50 ILCS 305/1.) Anne Richmond seconded. All Trustees present, Frye, Klein, Oetker, and Richmond voted aye. Motion carried.

d. Action on Ordinance Authorizing Certain Interfund Transfers Midyear FY 2015-2016:

Kathy Oetker made a motion to approve the Ordinance Authorizing Certain Interfund Transfers Midyear FY 2015-2016. Laura Frye seconded. After a short discussion, on a roll call vote, all Trustees present, Frye, Klein, Oetker, and Richmond voted aye. Motion carried.

11. **Executive Session**

12. **General Good and Welfare**

13. **Adjournment:**

Vice President Diane Klein adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Name: _____ Date: _____
Cheryl Clark,
Recording Secretary

Name: _____ Date: _____
Anne Richmond,
Secretary, Library Board of Trustees