

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
December 21, 2016 – 6:30 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 6:32 p.m.

2. Roll Call

Mike Bock	P	Anne Richmond	A
Laura Frye	P	Carolina Schottland	P
Diane Klein	P	Cathy Warner	P
Kathy Oetker	6:36 p.m.		

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

Laura Frye made a motion to approve the agenda as presented, Carolina Schottland seconded. All Trustees present, Bock, Frye, Klein, Schottland and Warner, 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.

No Public Present

6. Approval of Minutes

- a. Board Meeting Minutes for November 16, 2016 Special Meeting, Tax levy Hearing:
Laura Frye made a motion to approve the Board Meeting Minutes for November 16, 2016 Special Meeting, Tax levy Hearing, Carolina Schottland seconded. All Trustees present, Bock, Frye, Klein, Schottland and Warner, voted Aye. Motion carried.

- b. Board Meeting Minutes for November 16, 2016:
Mike Bock made a motion to approve the Board Meeting Minutes for November 16, 2016, Laura Frye seconded. All Trustees present, Bock, Frye, Klein, Schottland and Warner, voted Aye. Motion carried.
- c. Special Meeting SUMMARY - Site Selection Subcommittee - December 8, 2016:
A quorum was not present for a discussion of library expansion with the expansion on December 8, 2016. However, a summary of that presentation was presented to the Library Board and e-mailed to the Director of the Park District.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 714
Laura Frye made a motion to approve Warrant #714, Diane Klein seconded. On a roll call vote, all Trustees present, Bock, Frye, Klein, Oetker, Schottland and Warner, voted Aye. Motion carried.

c. Investment Rates:

	Illinois Funds	State Bank of the Lakes
July	.356%	.20%
August	.386%	.20%
September	.404%	.20%

8. Communications:

- a. **Department Report** – Information Technology
John Haliotis updated the Board on several projects he has been working on; including, iPads in the Youth Department, scanning project, and the laptops with Spanish language interface for patrons. The Board thanked John for all his work.

9. Library Director's Report

Jim presented the report as written. He asked Trustee Schottland what her plans were for the Garden Club. She replied that she would like to approach the group about paying dues to provide for program supplies and hiring speakers. She asked that the current advertising material be changed to reflect the changed January date.

10. Action Items

- a. Action on Purchasing a Self-Check Machine:
Tabled; no motion, no action
- b. Action on Approving FY 2016-2017 Per Capita Grant Application:
Mike Bock made a motion to approve the FY 2016-2017 Per Capita Grant Application, Diane Klein seconded. On a roll call vote, all Trustees present, Bock, Frye, Klein, Oetker, Schottland and Warner, voted Aye. Motion carried.
- c. Action on Scheduling Special Meetings to Tour Area Libraries:
Mike Bock made a motion to cancel the January 25, 2017 Special Meeting at the Fremont library, Laura Frye seconded. All Trustees present, Bock, Frye, Klein, Oetker, Schottland and Warner, voted Aye. Motion carried.

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

Laura Frye made a motion to keep the Closed Session minutes closed, Mike Bock seconded. All Trustees present, Bock, Frye, Klein, Oetker, Schottland 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).) and (5 ILCS 120/2.06)

Laura Frye made a motion at 7:32 p.m. to enter into Executive Session for the purpose of discussing executive session minutes of the second half of year, Diane Klein seconded. All Trustees present, Bock, Frye, Klein, Oetker, Schottland and Warner, voted Aye. Motion carried.

Laura Frye made a motion to return to Regular Session at 7:47 p.m., Mike Bock seconded. All Trustees present, Bock, Frye, Klein, Oetker, Schottland and Warner, voted Aye. Motion carried

12. **General Good and Welfare**

13. **Adjournment**

President Cathy Warner appointed Kathy Oetker as Secretary Pro Tem and adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Name: _____ Date: _____

Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____

Anne Richmond,
Secretary, Library Board of Trustees