

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
June 22, 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 6:30 p.m.

2. Roll Call

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

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Sandra Lopez, Head of Outreach 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, Laura Frye seconded. All Trustees present, Frye, Klein, Oetker, Richmond and Schottland, 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.

Maggie Rodriguez, Head of Circulation
Edith Basir, Volunteer Coordinator

6. Approval of Minutes

a. Board Meeting Minutes for May 25, 2016

Anne Richmond made a motion to approve the Board Meeting Minutes for May 25, 2016, Carolina Schottland seconded. All Trustees present, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor’s List - Warrant # 708

Laura Frye made a motion to approve Warrant #708, Anne Richmond seconded. On a Roll Call vote all Trustees present, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

- c. Investment Rates:

	Illinois Funds	State Bank of the Lakes
March	.269%	.20%
April	.292%	.20%
May	.300%	.20%

8. Communications:

- a. Department Report – Head of Outreach Services

Sandra Lopez highlighted her department’s social media efforts and a new walking program.

9. Library Director’s Report

Jim presented the report as written.

10. Action Items

- a. Action on Final Draft FY 2016-2017 Internal Budget

Anne Richmond made a motion to approve the Final Draft FY 2016-2017 Internal Budget, Carolina Schottland seconded. On a Roll Call vote all Trustees present, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

- b. Action on Personnel Manual Update – Final Draft

Laura Frye made a motion to approve the Personnel Manual Update with the following language added to the Travel Policy section: “In accordance with our Professional Development Policy.” Anne Richmond seconded. All Trustees present, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

- c. Review of Closed Session Minutes – First Half of Year (5 ILCS 120/2.06)

At 7:23 p.m., Diane Klein made a motion to enter into Executive Session for the purpose of reviewing the Closed Session Minutes – First Half of Year, Anne Richmond seconded. All Trustees present, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

At 7:25 p.m., Diane Klein made a motion to reconvene the regular meeting, Laura Frye seconded. All Trustees present, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

Laura Frye made a motion to keep the first half of 2016 Closed Session Minutes closed, Anne Richmond seconded. All Trustees present, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

- d. Action on Director’s Review and Contract Agreement

At 7:27 p.m., Diane Klein made a motion to enter into Executive Session for the purpose of discussing personnel; the Director’s Performance Review, Anne Richmond seconded. All

Trustees present, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

At 8:45 p.m., Diane Klein made a motion to reconvene the regular meeting, Laura Frye seconded. All Trustees present, (Frye, Klein, Oetker, Richmond and Schottland), voted Aye. Motion Carried.

Anne Richmond made a motion to approve the Director's Contract as presented, Laura Frye seconded. On a Roll Call vote all Trustees present, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

11. Executive Session (see above)

12. General Good and Welfare

13. Adjournment

Vice President Diane Klein adjourned the meeting at 8:51 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee,
Recording Secretary

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