

*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  
March 23, 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 6:30 p.m.

**2. Roll Call**

Mike Bock	P	Anne Richmond	P
Laura Frye	P	Carolina Schottland	P
Diane Klein	A 6:33 p.m.	Cathy Warner	P
Kathy Oetker	A		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Maggie Rodriguez, Head of Circulation	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, (Bock, Frye, Richmond, 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.

**6. Approval of Minutes**

a. Special Board Meeting Minutes for March 2, 2016

Mike Bock made a motion to approve the Special Board Meeting Minutes for March 2, 2016, Carolina Schottland seconded. The following Trustees,

(Bock, Klein, Richmond, Schottland and Warner), voted Aye. Trustee Frye Abstained. Motion Carried.

**7. Financial Business**

- a. Bookkeeping Report
- b. Vendor’s List - Warrant # 705  
Laura Frye made a motion to approve Warrant #705 in the amount of \$220,198.94, Anne Richmond seconded. On a Roll Call vote all Trustees present, (Bock, Frye, Klein, Richmond, Schottland and Warner), voted Aye. Motion Carried.
- c. Investment Rates:

	Illinois Funds	State Bank of the Lakes
December	.040%	.20%
January	.204%	.20%
February	.241%	.20%

**8. Communications:**

- a. Department Report – Head of Circulation  
Maggie Rodriguez gave a brief summary of the activity in Circulation. The Board thanked her and her staff for their excellent work.

**9. Library Director’s Report**

- a. Jim presented the Director’s Report as written.

**10. Action Items**

- a. Approve Purchase of Air Conditioner for Computer Server Room  
Cathy Warner made a motion to approve the purchase of an air conditioner for the computer server room from Morozko Heating & Air Conditioning, Laura Frye seconded. On a Roll Call vote all Trustees present, (Bock, Frye, Klein, Richmond, Schottland and Warner), voted Aye. Motion Carried.
- b. Action on Long Range Planning Proposal  
Cathy Warner made a motion to approve an agreement between Turks Capp Consulting and the library to conduct a long range plan, Mike Bock seconded. On a Roll Call vote all Trustees present, (Bock, Frye, Klein, Richmond, Schottland and Warner), voted Aye. Motion Carried.
- c. Action on Process to Request Proposals for Accounting Services  
Laura Frye made a motion to approve starting the RFP process for accounting services, Cathy Warner seconded. All Trustees present, (Bock, Frye, Klein, Richmond, Schottland and Warner), voted Aye. Motion Carried.
- d. Action on Study Room Policy

Mike Bock made a motion to approve the first reading of the Study Room Policy with a change in verbiage to refer solicitation guidelines to the library's Solicitation Policy, Carolina Schottland seconded. All Trustees present, (Bock, Frye, Klein, Richmond, Schottland and Warner), voted Aye. Motion Carried.

11. **Executive Session:** None

12. **General Good and Welfare**

13. **Adjournment**

President Cathy Warner adjourned the meeting at 7:11 p.m.

Respectfully submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Robbyn Allbee,  
Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Anne Richmond,  
Secretary, Library Board of Trustees