

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  
May 25, 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	P	Anne Richmond	P
Laura Frye	P	Carolina Schottland	P
Diane Klein	P	Cathy Warner	A
Kathy Oetker	6:37 p.m.		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Penny McMahon, Head of Technical Services	P

**3. Pledge of Allegiance**

All present recited the Pledge of Allegiance

**4. Approval of Agenda**

Mike Bock made a motion to approve the agenda as presented, Laura Frye seconded. All Trustees present, Bock, Frye, Klein, 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.

- Georgeanne Duberstein, Trustee for the Village of Hainesville., Al Maiden, Village Planner for Hainesville representing Rolf C. Campbell & Associates, and Chris Heinen, also from Rolf C. Campbell & Associates presented the Board with the plan for a TIF district in Hainesville.
- Debbie Allen, Head of Youth Services
- Maggie Rodriguez, Head of Circulation
- Edith Basir, Volunteer Coordinator

**6. Approval of Minutes**

- a. Board Meeting Minutes for April 27, 2016

Laura Frye made a motion to approve the Board Meeting Minutes for April 27, 2016 as presented. Anne Richmond seconded. All Trustees present, Bock, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

## 7. Financial Business

a. Bookkeeping Report

b. Vendor's List - Warrant # 707

Laura Frye made a motion to approve Warrant #707. Mike Bock seconded. On a Roll Call vote all Trustees present, Bock, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

c. Investment Rates:

	Illinois Funds	State Bank of the Lakes
February	.241%	.20%
March	.269%	.20%
April	.292%	.20%

## 8. Communications

a. Department Report – Head of Technical Services:

Penny McMahon reviewed processes Technical Services uses to maintain the condition of books along with some common repair procedures they use to keep our collection in good shape. The Board thanked Penny and her team for their work.

## 9. Library Director's Report

Executive Director Jim DiDonato presented the report as written.

## 10. Action Items

a. Action on First Draft FY 2016-2017 Internal Budget:

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

b. RESOLUTION 05-25-2016-TENT-BAO: DISCUSSION AND ACTION ON A RESOLUTION ADOPTING A TENTATIVE FORM OF AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2016, AND ENDING JUNE 30, 2017:

Mike Bock made a motion to adopt Resolution 05-25-2016-TENT-BAO as presented. Laura Frye seconded. On a Roll Call vote all Trustees present, Bock, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

c. Set Date for Budget and Appropriation Hearing:

Anne Richmond made a motion to schedule the FY 2016-2017 Budget and Appropriation Hearing in the library's Meeting Room at 6:25 on July 25, 2016. Carolina Schottland seconded. All Trustees present, Bock, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

d. Approval of .02 Building Maintenance Levy (75 ILCS 16/35-5 and 10 ILCS 5/28-2):

Carolina Schottland made a motion to approve Ordinance 05-25-2016-BML as presented. Anne Richmond seconded. On a Roll Call vote all Trustees present, Bock, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

e. Adopt Prevailing Wage Ordinance (820 ILCS 130/9):

Mike Bock made a motion to approve Ordinance 05-25-2016-PW as presented. Laura Frye seconded. All Trustees present, Bock, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

f. Appoint Trustees to Review Secretary's Minutes for Past Fiscal Year 2015-2016 (75 ILCS 16/30-65):

Laura Frye made a motion to appoint Mike Bock and Cathy Warner to review the Secretary's Minutes for Fiscal Year 2015-2016. Anne Richmond seconded. All Trustees present, Bock, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

g. Action on Selection of Accountant:

Jim and Robbyn discussed similarities and differences between submitted proposals. All agreed to wait on selecting an accountant until more information could be gathered and to allow everyone time to complete end of year work. No motion. No action. Tabled until September, 2016.

h. Approval of Contract for Architectural Services:

Laura Frye made a motion to approve the contract for Architectural Services with Engberg Anderson for architectural and feasibility services. Carolina Schottland seconded. On a Roll Call vote all Trustees present, Bock, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

i. Action on Personnel Manual Update – First Draft:

Mike Bock made a motion to approve the Personnel Manual Update – First Draft with the following addition: add “expired” to the Vehicle Use Policy regarding licenses. Anne Richmond seconded. All Trustees present, Bock, Frye, Klein, Oetker, Richmond and Schottland, voted Aye. Motion Carried.

**11. Executive Session**

None

**12. General Good and Welfare**

**13. Adjournment**

Vice President Diane Klein adjourned the meeting at 8:12 p.m.

Respectfully submitted,

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

Robbyn Allbee,  
Recording Secretary

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

Anne Richmond,  
Secretary, Library Board of Trustees