

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
October 26, 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	6:43 p.m.		

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

3. Pledge of Allegiance

4. Approval of Agenda

Anne Richmond made a motion to approve the agenda, Laura Frye seconded. All Trustees present, (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.

Paul Inerra, Library Auditor; Maggie Rodriguez, Head of Circulation; Jodi Hultman, Dante Rivera, Ilene Rivera, Lewis Rivera and Rick Pere

6. Approval of Minutes

a. Board Meeting Minutes for September 28, 2016

Anne Richmond made a motion to approve the Board Meeting Minutes for September 28, 2016, Laura Frye seconded. All Trustees present, (Frye, Klein, Richmond and Schottland), voted aye. Motion carried.

7. Financial Business

- a. Bookkeeping Report
- b. Vendor's List - Warrant # 712

Laura Frye made a motion to approve Warrant #712, Carolina Schottland seconded. On a roll call vote all Trustees present, (Frye, Klein, Richmond and Schottland), 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. Paul Inserra discussed results of the audit, noting the library's financial good standing.
- b. Dante Rivera presented a prototype of the Little Free Library he plans to install throughout the community this spring as part of his Eagle Scout project.
- c. Department Report – Penny McMahon, Head of Technical Services: Penny demonstrated the process of cataloging an item and explained the importance of this process for patrons to find material in the catalog.

9. Library Director's Report

10. Action Items

- a. Approval of FY 2015-2016 Audit (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1)
Anne Richmond made a motion to table approval of FY 2015-2016 audit until the November meeting, at which time Paul Inserra will have provided the library a draft noting Final Draft version of the audit. Carolina Schottland seconded. All Trustees present, (Frye, Klein, Oetker, Richmond and Schottland), voted aye. Motion Carried.
- b. Approval of Tax Levy Estimate - RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2016 TAX LEVY (THE FISCAL YEAR BEGINNING JULY 1, 2016, AND ENDING JUNE 30, 2017) FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT
Anne Richmond made a motion to approve the Tax Levy Estimate, Laura Frye seconded. On a roll call vote, all Trustees present, (Frye, Klein, Oetker, Richmond and Schottland), voted aye. Motion carried.
- c. Set Date for Special Meeting, Tax Levy Hearing
Anne Richmond made a motion to set the date for the Tax Levy Hearing for November 16, 2016 at 6:25 p.m. in the library's Meeting Room, Laura Frye seconded. All Trustees present, (Frye, Klein, Oetker, Richmond and Schottland), voted aye. Motion carried.
- d. Action on Purchasing Staff Holiday Gift Cards
Carolina Schottland made a motion to purchase staff holiday gift cards in the amount of \$75.00 for each employee from Meijer, Laura Frye seconded. On a roll call vote, all Trustees present, (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 8:11 p.m.

Respectfully submitted,

Name: _____ Date: _____

Robbyn Allbee,
Recording Secretary

Name: _____ Date: _____

Anne Richmond,
Secretary, Library Board of Trustees