

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 AGENDA
REGULAR MEETING MINUTES
COMPUTER CLASSROOM
October 25, 2017 – 6:30 p.m.**

All matters on the agenda may be discussed, amended, and acted upon, regardless of placement.

1. **Call to Order:** President Anne Richmond called the meeting to order at 6:39 p.m.

2. **Roll Call**

Laura Frye	A	Anne Richmond	P
Debbie Jones	P	Carolina Schottland	P
Diane Klein	P	Lisa Marie Smith	P
Kathy Oetker	P – 8:35 p.m.		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P
Deb Allen, Head of Youth Services	P

3. **Pledge of Allegiance**

Anne Richmond appointed Diane Klein Treasurer Pro Tem

4. **Approval of Agenda**

Carolina Schottland made a motion to approve the agenda as presented, Lisa Marie Smith seconded. All Trustees present, Jones, Klein, Oetker, Richmond, Schottland and Smith, 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 Inserra, Library Auditor
Maggie Rodriguez, Head of Circulation

6. **Approval of Minutes**

A. Board Meeting Minutes for September 27, 2017

Debbie Jones made a motion to approve the Board Meeting Minutes for September 27, 2017, Lisa Marie Smith seconded. All Trustees present, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

7. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 724

Treasurer Pro Tem, Diane Klein, made a motion to accept Warrant #724 in the amount of \$253,113.28. The checks have been written but not signed by Treasurer Laura Frye. Lisa Marie Smith seconded. On a Roll Call vote, all Trustees present, Jones, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried. *[Addendum Laura Frye reviewed and signed checks in Warrant 724 at 8:45 a.m. on Thursday, October 26, 2017.]*

C. Investment Rates:

	Illinois Funds	State Bank of the Lakes
July	.961%	.20%
August	1.007%	.20%
September	1.048%	.20%

8. Communications:

A. Youth Services Report – Deb Allen

Debbie Allen updated the Board regarding programming that Youth Services has done since her last Board Report. Debbie focused on the outreach that Hollie and she have been doing. A trip to the Early Education Center resulted in a special needs student, who is normally nonverbal, speaking to Hollie. Debbie also covered the rigorous training required to become a therapy dog.

9. Library Director's Report

Jim DiDonato presented his report as written. Carolina Schottland asked that the Board narrow down its requirements for a new site.

10. Action Items

A. Approval of FY 2016-2017 Audit (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1)

Carolina Schottland made a motion to approve the FY 2016-2017 Audit, Diane Klein seconded. On a Roll Call vote, all Trustees present, Jones, Klein, Richmond, Schottland and Smith, voted aye. Motion carried.

B. Approval of Tax Levy Estimate – RESOLUTION 10-25-2017-TLE DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2017 TAX LEVY (THE FISCAL YEAR BEGINNING JULY 1, 2017, AND ENDING JUNE 30, 2018) FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

Debbie Jones made a motion to approve Resolution 10-25-2017-TLE, Tax Levy Estimate, Carolina Schottland seconded. On a Roll Call vote, all Trustees present, Jones, Klein, Richmond, Schottland and Smith, voted aye. Motion carried.

C. Set Date for Special Meeting, Tax Levy Hearing

Anne Richmond made a motion to schedule the Tax Levy Hearing for 6:25 p.m. on November 15, 2017, Lisa Marie Smith seconded. All Trustees present, Jones, Klein, Richmond, Schottland and Smith, voted aye. Motion carried.

D. Action on 3D Printing Policy

Lisa Marie Smith made a motion to approve the 3D Printing Policy with the following addition:

No patron may operate or handle the 3D printer under any circumstances

Carolina Schottland seconded. All Trustees present, Jones, Klein, Richmond, Schottland and Smith, voted aye. Motion carried.

E. Action on Maker Space Use Policy

Lisa Marie Smith made a motion to approve the Maker Space Use Policy, Carolina Schottland seconded. All Trustees present, Jones, Klein, Richmond, Schottland and Smith, voted aye. Motion carried.

F. Action on Scheduling Special Meeting - Site Selection Subcommittee

No Action/No Motion

11. **Executive Session:** None

12. **General Good and Welfare**

13. **Adjournment:** President Anne Richmond adjourned the meeting at 9:04 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

Name: _____ Date: _____
Kathy Oetker,
Secretary, Library Board of Trustees