

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
ADJOURNED REGULAR MEETING (12/13/2017)
Meeting Room
December 18, 2017 – 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 6:39 p.m..
Diane Klein appointed Lisa Marie Smith Secretary Pro Tem.

2. Roll Call

Laura Frye	P	Anne Richmond	A
Debbie Jones	P	Carolina Schottland	A
Diane Klein	P	Lisa Marie Smith	P
Kathy Oetker	A		

Jim DiDonato, Executive Director P
Robbyn Allbee, Administrative Manager P
Jerry Dietz, Library Attorney P

3. Pledge of Allegiance

All present recited the Pledge of Allegiance

4. Approval of Agenda

Debbie Jones made a motion to approve the agenda as presented, Laura Frye seconded. All Trustees present, Frye, Jones, Klein and Smith, voted Aye. Motion carried.

5. Public Introductions and Comments: No public present

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. Minutes of Tax Levy Hearing Meeting for November 15, 2017

Lisa Marie Smith made a motion to approve the Minutes of the Tax Levy Hearing Meeting for November 15, 2017, Debbie Jones seconded. The following Trustees, Frye, Jones, and Smith, voted Aye. Trustee Klein Abstained. Motion carried.

B. Minutes of Regular Board Meeting for November 15, 2017

Debbie Jones made a motion to approve the Minutes of the Regular Board Meeting for November 15, 2017, Laura Frye seconded. All Trustees present, Frye, Jones, Klein and Smith, voted Aye. Motion carried.

7. **Financial Business**

A. Bookkeeping Report

B. Vendor's List - Warrant # 726

- Laura Frye made a motion to accept Warrant #726, Lisa Marie Smith seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein and Smith, voted Aye. Motion carried.

C. Investment Rates:

	Illinois Funds	State Bank of the Lakes
September	1.048%	.20%
October	1.069%	.20%
November	1.089%	.20%

8. **Communications:**

The Library Board received a thank you card from library staff for the board approving holiday gift cards for employees.

9. **Library Director's Report**

Jim presented the Director's Report as written.

10. **Action Items**

A. Discussion and Possible Action on Purchase of Computer Network Equipment

Diane Klein made a motion to accept the bid to purchase a firewall from Paragon Micro, Laura Frye seconded. On a roll call vote, all Trustees present, Frye, Jones, Klein and Smith, voted Aye. Motion carried.

B. Discussion and Possible Action on A Resolution Amending the Library's Sexual Harassment Policy

Diane Klein made a motion to adopt Resolution 12-13-2017-SH, a Resolution Amending the Sexual Harassment Policy for the Round Lake Area Library, Debbie Jones seconded. Jerry Dietz reviewed recent legislation requiring this update and explained the language included in the policy. Jerry noted the library's current policy is compliant with the state's requirement, and he suggested the library add this policy into the library's next personnel manual update. All Trustees present, Frye, Jones, Klein and Smith, voted Aye. Motion carried.

C. Discussion and Possible Action on Approving FY 2017-2018 Per Capita Grant Application

Laura Frye made a motion to approve the FY 2017-2018 Per Capita Grant Application, Lisa Marie Smith seconded. All Trustees present, Frye, Jones, Klein and Smith, voted Aye. Motion carried.

D. Discussion and Possible Action - Second Half of Year Review of Closed Session Minutes (5 ILCS 120/2.06) and (5 ILCS 120/2(c)(21))

After conducting the Second Half of Year Review of Closed Session Minutes, Diane Klein made a motion to keep the minutes closed, Laura Frye seconded. All Trustees present, Frye, Jones, Klein and Smith, voted Aye. Motion carried.

11. Executive Session: No Executive Session was held

The review of closed session minutes, as defined in this Act, "Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06." (5 ILCS 120/2(c)(21).)

12. General Good and Welfare

13. Adjournment

Vice President Diane Klein adjourned the meeting at 7:40

Respectfully submitted,

Name: _____ Date: _____

Robbyn Allbee, Recording Secretary

Name: _____ Date: _____

Lisa Marie Smith,
Secretary, Pro Tem, Library Board of Trustees