

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
REGULAR MEETING MINUTES
MEETING ROOM
August 22, 2018 – 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 6:35 p.m.

2. Roll Call

Laura Frye	P	Anne Richmond	P
Debbie Jones	A	Carolina Schottland	6:47 p.m.
Diane Klein	P	Lisa Marie Smith	P
Kathy Oetker	7:06 p.m.		

Jim DiDonato, Executive Director	P
Robbyn Allbee, Administrative Manager	P

3. Pledge of Allegiance

4. Approval of Agenda

Lisa Marie Smith made a motion to approve the agenda as presented. Laura Frye seconded. All Trustees present, Frye, Klein, Richmond 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.

- Maggie Rodriguez, Head of Circulation
- Edith Basir, Volunteer Coordinator
- Debbie Allen, Head of Youth Services
- Penny Mc Mahon, Head of Technical Services
- Marina Stevens, Head of Adult Services

6. Approval of Minutes

A. Minutes of Regular Board Meeting for July 25, 2018

Laura Frye made a motion to approve the Regular Board Meeting Minutes for July 25, 2018. Anne Richmond seconded. All Trustees present, Frye, Klein, Richmond and Smith, voted aye. Motion carried.

7. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 734

Laura Frye made a motion to approve Warrant #734. Diane Klein seconded. On a roll call vote, all Trustees present, Frye, Klein, Richmond and Smith, voted aye. Motion carried.

8. **Communications:**

- Travel Bag for new Passports recipients in September
- Flyer for Library Card Sign Up Month
- Flyer for Mano a Mano Volunteers
- Flyer for Candidates Debate

9. **Library Director's Report:** Jim reviewed the Director's Report as written

10. **Action Items**

A. Action of FY 2017-2018 Secretary's Audit (75 ILCS 16/30-65)

Laura Frye made a motion to approve the FY 2017-2018 Secretary's Audit. Diane Klein seconded. All Trustees present, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

B. Discussion and Action on Unsupervised Minors Policy – Second Reading

Carolina Schottland made a motion to approve the Unsupervised Minors Policy - Second Reading. Laura Frye seconded. All Trustees present, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

C. Discussion and Action on Media Access Policy – Second Reading

Carolina Schottland made a motion to approve the Media Access Policy - Second Reading. Lisa Marie Smith seconded. All Trustees present, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

D. Discussion and Action on Final Draft of FY 2018-2019 Internal Budget

Kathy Oetker made a motion to approve the Final Draft of FY 2018-2019 Internal Budget. Laura Frye seconded. On a roll call vote, all Trustees present, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

E. Action on FY 2018-2019 Final Budget and Appropriations Ordinance - AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2018, AND ENDING JUNE 30, 2019

Carolina Schottland made a motion to approve Ordinance 08-22-2018-BAO, AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2018, AND ENDING JUNE 30, 2019. Laura Frye seconded. On a roll call vote, all Trustees present, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

F. Action on Certification of FY 2017-2018 Illinois Public Library Annual Report

Lisa Marie Smith made a motion to approve the FY 2017-2018 Illinois Public Library Annual Report. Laura Frye seconded. All Trustees present, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

11. **Executive Session:**

12. **General Good and Welfare**

13. Adjournment

President Anne Richmond adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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