

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
December 19, 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 6:30 p.m..
- Anne Richmond appointed Diane Klein as Secretary Pro-Tem.

2. Roll Call

Laura Frye	P	Anne Richmond	P
Diane Klein	P	Carolina Schottland	P
Kathy Oetker	A	Lisa Marie Smith	P
Jim DiDonato, Executive Director		P	
Robbyn Allbee, Administrative Manager		P	

3. Pledge of Allegiance

All present recited the Pledge of Allegiance

4. Approval of Agenda

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

Public Present:

- Paul Inserra, Library Auditor
- Joe Charneske, Library Accountant
- Patrick Duby
- Marina Stevens, Head of Adult Services
- Debbie Allen, Head of Youth Services
- Holly Collie, Library Therapy Dog
- Penny McMahon, Head of Technical Services

Action Item A: Swear In and Administer Oath of Office to New Trustee
Diane Klein swore in Sarah Duby

Roll Call

Sarah Duby	P	Anne Richmond	P
Laura Frye	P	Carolina Schottland	P
Diane Klein	P	Lisa Marie Smith	P
Kathy Oetker	A	7:45 p.m.	

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

6. Approval of Minutes

A. Minutes of Tax Levy Hearing for November 28, 2018:

Lisa Marie Smith made a motion to approve the Minutes of Tax Levy Hearing for November 28, 2018, Laura Frye seconded. All Trustees present, Duby, Frye, Klein, Richmond, Schottland and Smith, voted aye. Motion carried.

B. Minutes of Regular Board Meeting for November 28, 2018:

Carolina Schottland made a motion to approve the Minutes of Regular Board Meeting for November 28, 2018, Laura Frye seconded. All Trustees present, Duby, Frye, Klein, Richmond, Schottland and Smith, voted aye. Motion carried.

7. Financial Business

A. Bookkeeping Report

B. Vendor's List - Warrant # 738

Laura Frye made a motion to approve Warrant #738, Carolina Schottland seconded. On a roll call vote all Trustees present, Duby, Frye, Klein, Richmond, Schottland and Smith, voted aye. Motion carried.

8. Communications:

- Lake County Extension Foundation, Inc. thank you letter
- Flyer advertising Chamber Mayor Luncheon
- Library Certificate from RLASD116 Partnership Breakfast November 30, 2018
- Lake County Journal Article, "Cookbook Club at the Round Lake Library"
- Information packet for Glowforge Donations

9. Library Director's Report

10. Action Items

B. Discussion and Possible Action on FY 2017-2018 Audit (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1):

Auditor, Paul Inerra, and accountant, Joe Charneske, discussed the library's audit and associated accounting processes. Paul reviewed the audit, library's financial standing, and position over time. Joe and Paul discussed accrual vs. cash based accounting and corresponding positives and negatives of each, specifically noting the effect of deferred expenses and revenues on cash/budget management. After discussion Carolina Schottland made a motion to approve the FY 2017-2018 Audit, Diane Klein seconded. On a roll call vote all Trustees present, Duby, Frye, Klein, Richmond, Schottland and Smith, voted aye. Motion carried.

- C. Discussion and Possible Action on Opening and Closing Checking Accounts:
Carolina Schottland made a motion to open a new checking account – MaxSafe checking account – and close the current general checking account at State Bank of the Lakes by 30 April 2019, Lisa Marie Smith seconded. On a roll call vote all Trustees present, Duby, Frye, Klein, Richmond, Schottland and Smith, voted aye. Motion carried.
- D. Discussion and Possible Action on Intergovernmental Agreement with the Village of Round Lake Beach for Use of Card Catalogs for Seed Library:
Carolina Schottland made a motion to sign and return the Intergovernmental Agreement with a renewal date of January, 2021 thus entering into a two-year rather than one-year agreement with the Village of Round Lake Beach, Diane Klein seconded. All Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- E. Motion Honoring Library Therapy Dog, Holly Collie, and Owner Deb Allen, for Service to the Round Lake Area Library and the Greater Round Lake Community:
Anne Richmond made a motion to honor Library Therapy Dog, Holly Collie and Deb Allen, for their service to the library. Kathy Oetker seconded and read the motion. Trustees thanked Deb and Holly for their work in bringing the Paws to Read program to the library, participation in National Night Out, Summer Reading Clubs, visits to over 250 classrooms, and personal assistance to special needs students. All Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- F. Discussion and Possible Action on Veterans Supply Drive - Fine Forgiveness Program During National Library Week; April 7-13 2019:
Carolina Schottland made a motion to approve the Veterans Supply Drive - Fine Forgiveness Program - during National Library Week, April 7-13, 2019; each item donated will be worth \$1.00 towards fines; with no limit on items returned/fines paid; not applicable to lost items; applies to items owned by the Round Lake Area Library. To qualify each item donated must be full size, new and unopened. Kathy Oetker seconded. On a roll call vote the following Trustees, Duby, Frye, Klein, Oetker, Richmond, and Schottland, voted aye. Trustee Smith voted nay. Motion carried
- G. Discussion and Possible Action on FY 2018-2019 Per Capita Grant Application
Carolina Schottland made a motion to approve the FY 2018-2019 Per Capita Grant Application, Laura Frye seconded. All Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion Carried.
- H. Discussion and Possible Action on Process for Library Closures
Diane Klein made a motion to allow the Executive Director discretion in opening the library later or closing the library earlier, up to three hours, from regular hours in situations that involve weather related hazards, Carolina Schottland seconded. All Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- I. Discussion and Possible Action on Study Rooms Policy – Second Reading
Laura Frye made a motion to approve the Study Rooms Policy with the following added verbiage, “Smoking or use of tobacco in any form is prohibited”, Carolina Schottland seconded. All Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

J. Discussion and Possible Action on Tax Objectors Vs. County of Lake

The library has received no additional information on this issue. No motion; no action

K. Second Half of Year Review of Closed Session Minutes (5 ILCS 120/2.06) and (5 ILCS 120/2(c)(21))

Laura Frye made a motion to keep all Closed Session Minutes Closed, Kathy Oetker seconded. All Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

11. Executive Session: None

12. General Good and Welfare

13. Adjournment

President Anne Richmond adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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