

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
REGULAR MEETING MINUTES
MEETING ROOM
September 26, 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 6:36 p.m.

2. Roll Call

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

Laura Frye made a motion to approve the agenda as presented. Carolina Schottland seconded. All Trustees present, Frye, Oetker, 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.

- Eagle Scout Candidate, Dante Rivera, and mom and dad, Ilene and Luis Rivera
- Penny McMahon, Head of Technical Services
- Maggie Rodriguez, Head of Circulation
- Edith Basir, Volunteer Coordinator
- Jody Hultman
- Jerry Dietz, Library Attorney

6. Approval of Minutes

A. Minutes of Budget and Appropriations Hearing - August 22, 2018:

Kathy Oetker made a motion to approve the minutes of the Budget and Appropriations Hearing - August 22, 2018. Laura Frye seconded. All Trustees present, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.

B. Minutes of Regular Board Meeting for August 22, 2018:

Carolina Schottland made a motion to approve the minutes of the Regular Board Meeting for August 22, 2018. Laura Frye seconded. All Trustees present, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.

7. **Financial Business**

A. Bookkeeping Report

B. Vendor's List - Warrant # 735

Laura Frye made a motion to approve Warrant #735. Carolina Schottland seconded. On a roll call vote all Trustees present, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.

Presentation: Dante Rivera:

Dante Rivera turned over stewardship of the Little Free Libraries he installed for his Eagle Scout Project to the library. Trustees thanked Dante, his parents, and scout leader, Jodi Hultman, for their hard work, time commitment, and perseverance in managing such an ambitious project. Dante thanked the board for the opportunity to work on a project to improve the community while providing him fantastic work experience. Staff noted residents have already been making good use of all six of the libraries Dante installed. The library looks forward to utilizing these resources to increase access to reading material for residents for many years to come.

8. **Communications:**

- Carolina Schottland told the Board about the upcoming Foundation Gala on October 13, 2018; no flyer was presented.
- Jody Hultman presented the Board with a flyer for an upcoming Scouting Open House.

9. **Library Director's Report**

Jim highlighted the following discussion in the Director's Report. At the May 23, 2018 board meeting, trustees directed Jim to review formal proposals for health insurance with enough time for the board to review and vote on a prospective plan before the next budget. Jim informed trustees he convened a meeting of the Health Insurance Committee to discuss logistics and set deadlines for this process. Staff and Jerry Dietz discussed options for handling collation of data both internally, by staff, and externally, through a broker. Jerry recommended using a broker due to the complexity of comparing health insurance plans. The board directed Jim to seek proposals from two brokers, Heil and Heil and HRB Solutions, with the goal of this process being to find comparable coverage at a lower cost. Kathy Oetker will be on the Health Insurance Committee as a Board Representative.

10. **Action Items**

A. Action on Motion Honoring Deb Jones for Service to the Library:

Laura Frye made a motion to approve Resolution of Appreciation Honor Debbie Jones. Carolina Schottland seconded. All Trustees present, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.

B. Discussion and Possible Action on Scheduling A Special Meeting to Interview Candidates for An Open Position:

Laura Frye made a motion to schedule a Special Meeting for the purpose of reviewing applications and/or appointing candidates for an open position on the board for 6:30pm on October 17, 2018. Carolina Schottland seconded. All Trustees present, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.

- C. Ratify Annual Report of Receipts and Disbursements for FY 2017-2018 (30 ILCS 15/1 and 15/2) (50 ILCS 305/1):
Carolina Schottland made a motion to Ratify Annual Report of Receipts and Disbursements for FY 2017-2018, Laura Frye seconded. All Trustees present, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.
- D. Discussion and Possible Action on Tax Objectors Vs. County of Lake
Jerry Dietz noted he will work on a resolution with the county for this issue and report back at the October 24th board meeting. No Motion/No Action
- E. Discussion and Possible Action on Cell Phone Policy – First Reading
Laura Frye made a motion to accept the Cell Phone Policy and make this a Final Reading. Kathy Oetker seconded. All Trustees present, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.
- F. Discussion and Possible Action on Meeting Room Policy – First Reading
Carolina Schottland made a motion to accept the first reading of the Meeting Room Policy. Laura Frye seconded. All Trustees present, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.
- G. Discussion and Possible Action on Solicitation Policy – First Reading
Carolina Schottland suggested updating the verbiage to include a definition of leafleting and any other items not allowed at the library. No Motion/No Action.
- H. Discussion and Possible Action on Financial Planning Services with Ehlers
Laura Frye made a motion to cancel our contract with Ehlers Financial Planning Service based on their recent announcement of closing offices in Illinois by December 31, 2018. Carolina Schottland seconded. All Trustees present, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.
- I. Discussion and Possible Action on an Ordinance Amending Ordinance 07-25-2018-IFT, Transferring Money Between Funds
Laura Frye made a motion to approve Ordinance 09-26-2018-AMEND, An Amended Ordinance Authorizing Certain Interfund Transfers Year End FY 2017-2018. Carolina Schottland seconded. On a roll call vote all Trustees present, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.

11. **Executive Session:**

At 7:52 p.m. Carolina Schottland made a motion to enter into Executive Session for the purpose of Discussing Litigation, (5 ILCS 120/2(c)(1)). Laura Frye Seconded. All Trustees present, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.

Laura Frye made a motion to reconvene open session at 8:11 p.m.. Carolina Schottland Seconded. All Trustees present, Frye, Oetker, Richmond and Schottland, voted aye. Motion carried.

12. General Good and Welfare

13. Adjournment

President Anne Richmond adjourned the meeting at 8:36 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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