

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
April 24, 2019 – 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 6:32 p.m.

2. **Roll Call:**

Sarah DUBY	P	Anne Richmond	P
Laura Frye	P	Carolina Schottland	P
Diane Klein	A	Lisa Marie Smith	P
Kathy Oetker	6:35 p.m.		
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:**

Sarah DUBY made a motion to approve the Agenda as written, Laura Frye seconded. All Trustees present, DUBY, 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.

Debbie Allen, Head of Youth Services
Marina Stevens, Head of Adult Services
Penny McMahon, Head of Technical Services
Edith Basir, Volunteer Coordinator

6. **Executive Session:** Personnel (5 ILCS 120/2(c)(1))

At 7:45 p.m., Laura Frye made a motion to enter into Executive Session for the purpose of discussing Personnel, Carolina Schottland Seconded. All Trustees present, DUBY, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

At 8:08 p.m., Lisa Marie Smith made a motion to exit Executive Session and reenter the Regular Session, Laura Frye seconded. All Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

7. Approval of Minutes:

A. Minutes of Regular Board Meeting for March 27, 2019

Sarah Duby made a motion to approve Minutes of Regular Board Meeting for March 27, 2019, Laura Frye seconded. All Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

8. Financial Business:

A. Bookkeeping Report

B. Vendor's List - Warrant # 742

Laura Frye made a motion to approve Warrant #742, Lisa Marie Smith seconded. On a roll call vote, all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

9. Communications:

- Article by Sheryl DeVore on Cook Book Club
- Article by Sheryl DeVore on Pet Expo
- Earth Day event, April 27th flyer
- Farmers Market Application
- Compliment on X-Lab from Bish Krywko
- Kudos To Our Library From A Patron; March 7th
- Thank you to library staff for School District book repair presentation
- Thank You to Library Board for Staff Mixer at February 27th Board Meeting
- Notice of Round Lake water rate increase

10. Library Director's Report: Jim presented the report as written.

11. Action Items:

A. Discussion and Possible Action on Scheduling Board Planning Meeting:

Laura Frye made a motion to hold the Planning Meeting at the Avon Township Building, starting at 9:00 a.m., on 5 May 2019, Sarah Duby seconded. All Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

B. Adoption of FY 2019-2020 Regular Board Meeting Dates (5 ILCS 120/2.03 and 75 ILCS 16/30-50):

Laura Frye made a motion to hold Board meetings on the fourth Wednesday of each month with the exception of November and December. Those meetings will be held on 20 November 2019 and 18 December 2019. Carolina Schottland seconded. All Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

C. Discussion and Possible Action on Purchasing Network Servers:

Lisa Marie Smith made a motion to purchase network servers from Paragon Micro at a cost not to exceed \$8,942.85, Carolina Schottland seconded. On a roll call vote, all Trustees present, Duby, Frye, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

- D. Discussion and Possible Action on Adoption of Financial Accountability Policy:
Carolina Schottland made a motion to approve the Financial Accountability Policy with the following changes: set the Director’s authorized spending limit at \$15,000, remove the words “bona fide” to describe an emergency, and strike a corresponding citation. Kathy Oetker seconded. On a roll call vote, all Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- E. Discussion and Possible Action on Update to Special Reserve Fund Plan Ordinance
Tabled: no motion / no action
- F. Discussion and Possible Action on Amendment to Board Bylaws:
Carolina Schottland made a motion to amend the Board Bylaws to reflect the changes to the Financial Accountability Policy and forgo the second passage of the bylaws update due to prior and current discussions, Lisa Marie Smith seconded. On a Roll Call vote, all Trustees present, (Duby, Frye, Oetker, Richmond, Schottland and Smith), voted Aye. Motion carried.

12. General Good and Welfare:

13. Adjournment: Anne Richmond adjourned the meeting at 8:40.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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