

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  
July 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 6:33 p.m.

Anne Richmond appointed Sarah Duby as Treasurer Pro-Tem for this meeting

**2. Roll Call**

Sarah Duby	P	Anne Richmond	P
Laura Frye	A	Carolina Schottland	P
Diane Klein	P	Lisa Marie Smith	A
Kathy Oetker	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, Sarah Duby seconded. All Trustees present, Duby, Klein, 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.

Marina Stevens, Head of Adult Services  
Edith Basir, Volunteer Coordinator  
Penny McMahon, Head of Technical Services  
Debbie Allen, Head of Youth Services  
Maggie Rodriguez, Head of Circulation  
Jerry Dietz, Library Attorney

**6. Approval of Minutes**

A. Minutes of Regular Board Meeting for June 26, 2019

Kathy Oetker made a motion to approve the Minutes of Regular Board Meeting for June 26, 2019, Sarah Duby seconded. All Trustees present, Duby, Klein, Oetker, Richmond and Schottland, voted aye. Motion carried.

**7. Financial Business**

A. Bookkeeping Report

B. Vendor's List - Warrant # 745

Sarah Duby, Treasurer Pro Tem, made a motion to approve Warrant #745, Carolina Schottland seconded. On a roll call vote all Trustees present, Duby, Klein, Oetker, Richmond and Schottland, voted aye. Motion carried.

**8. Communications:**

Trustees were given a flyer about the upcoming Mobile RX Food Pantry. Jim also informed the Board of a \$20,000 grant through the "All of Us" program with the National Libraries of Medicine that he coauthored to bring dementia training to libraries.

**9. Library Director's Report**

Trustees will be considering Google Drive vs Drop Box for disseminating board packets.

**10. Action Items**

A. Discussion and Possible Action on Cleaning Service Agreement

Carolina Schottland made a motion to engage Complete Cleaning Services to clean the library, Kathy Oetker seconded. On a roll call vote all Trustees present, Duby, Klein, Oetker, Richmond and Schottland, voted aye. Motion carried.

B. Discussion and Possible Action on Copier/Printer Service/Lease Agreement

Kathy Oetker made a motion to approve the proposal for Copier/Printer Service/Lease services through Image Systems and Business Solutions, Carolina Schottland seconded. On a roll call vote all Trustees present, Duby, Klein, Oetker, Richmond and Schottland, voted aye. Motion carried.

C. Discussion and Possible Action on First Draft FY 2019-2020 Internal Budget

Diane Klein made a motion to approve the First Draft FY 2019-2020 Internal Budget, Carolina Schottland seconded. On a roll call vote all Trustees present, Duby, Klein, Oetker, Richmond and Schottland, voted aye. Motion carried.

D. DISCUSSION AND ACTION ON A RESOLUTION ADOPTING A TENTATIVE FORM OF AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020

Sarah Duby made a motion to approve a RESOLUTION ADOPTING A TENTATIVE FORM OF AN ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF ROUND LAKE AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020, Diane Klein seconded. On a roll call vote all Trustees present, Duby, Klein, Oetker, Richmond and Schottland, voted aye. Motion carried.

**11. Executive Session:** (5 ILCS 120/2(c)(5)), (5 ILCS 120/2(c)(1))

At 7:07 p.m. Anne Richmond made a motion to enter Executive Session for the purpose of discussing Real Estate and Personnel, Carolina Schottland seconded. All Trustees present, Duby, Klein, Oetker, Richmond and Schottland, voted aye. Motion carried.

At 8:13 p.m. Carolina Schottland made a motion to reconvene open session, Diane Klein seconded. All Trustees present, Duby, Klein, Oetker, Richmond and Schottland, voted aye. Motion carried.

**12. General Good and Welfare:** None

**13. Adjournment**

President Anne Richmond adjourned the meeting at 8:29 p.m.

Respectfully submitted,

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Robbyn Allbee, Recording Secretary

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Kathy Oetker,  
Secretary, Library Board of Trustees