

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
March 27, 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 6:37 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	P		
Jim DiDonato, Executive Director		P	
Cheryl Clark, Administrative Services Assistant		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 written. Kathy Oetker seconded. All Trustees present, Duby, Frye, Oetker, 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.

Ma. Guadalupe Patino
Isabel Ortiz
Debbie Allen, Head of Youth Services
Maggie Rodriguez, Head of Circulation
Ana Guillen
Marina Stevens, Head of Adult Services
Jerry Dietz, Library Attorney

Ana Guillen commented that she would like to contest her recent termination. Jerry Dietz informed her that her objection would be the subject of the scheduled Executive Session, and that she was welcome to make any public comments on that subject, but that she would also have an opportunity to express her objections privately with the Board of Trustees during the Executive Session. Ms. Guillen opted to limit her public comments at that time.

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

Sarah Duby made a motion to go into Executive Session to discuss Ana Guillen's objection to her recent termination. Laura Frye seconded. All Trustees present, Duby, Frye, Oetker, Richmond, Schottland, and Smith voted aye. Motion carried. The Board of Trustees went into Executive Session at 6:41 p.m. and returned at 7:55 p.m.

7. Approval of Minutes

- A. Minutes of Regular Board Meeting for February 27, 2019:
Lisa Marie Smith made a motion to approve the Minutes of the Regular Board Meeting for February 27, 2019. Carolina Schottland 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 # 741
Laura Frye made a motion to approve Warrant #741. Sara DUBY seconded. On a roll call vote, all Trustees present, DUBY, Frye, Oetker, Richmond, Schottland, and Smith voted aye. Motion carried.

9. Communications:

The Executive Director and Board of Trustees discussed various upcoming events including the Round Lake Area Garden Club's participation in the April 27 Earth Day event with the Village of Round Lake, the Farmer's Market which will be on Aylon Ave this year, and the library's National Library Week raffle and amnesty program. Jim also reported on the Per Capita Grant and the \$1000 grant we received from Walmart to support the free fruit in the lobby. He also mentioned that WRLR will be moving operations to a place near the Metra station for the North Central Line and that the library will have some sort of presence there.

10. Library Director's Report

Jim referred to the written copy of his Director's Report and asked Lisa Marie Smith to give a review of the Trustees' Forum she attended. Lisa Marie gave a brief account, but asked to delay her full review until a later date because there was much information to process. Two key points she touched on were that succession plans are a good idea and that electronic transmissions, even using one's personal email, during a Board Meeting may be subject to FOIA requests. She will give a more full report at the April Regular Board Meeting.

11. Action Items

- A. Discussion and Possible Action on Adoption of Financial Accountability Policy:
After some questions by Trustees on the source of the proposed document's numbers, this Action Item was tabled until the April Regular Board Meeting. Jim will be adding citations and speaking with our attorney to prepare for that discussion.
- B. Discussion and Possible Action on Update to Special Reserve Fund Plan Ordinance:
At the suggestion of Jerry Dietz, Library Attorney, this Action Item was tabled until the April Regular Board Meeting.
- C. Discussion and Possible Action on Update to Investment Policy:
Laura Frye made a motion to accept the update to the Investment Policy with the date amended to March 27, 2019. Lisa Marie Smith 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 Amendment to Board Bylaws:
Since the language of the Amendment to the Board Bylaws will have to be meshed with the language in the Financial Accountability Policy, this item was tabled until the April Regular Board Meeting and the Adoption of the Financial Accountability Policy.
- E. Discussion and Possible Action on Ordinance Authorizing Certain Interfund Transfers Midyear FY 2018-2019:
Carolina Schottland made a motion to approve an Ordinance 03-27-2019-IFT, an Ordinance Authorizing Certain Interfund Transfers Midyear FY 2018-2019. Laura Frye seconded. On a roll call vote, all trustees present, DUBY, Frye, Oetker, Richmond, Schottland, and Smith voted Aye. Motion carried.
- F. Discussion and Possible Action on Scheduling Board Planning Meeting:
The Board of Trustees suggested and discussed several possible locations for the proposed May 5, 2019 Board Planning Meeting. It was determined that more information should be gathered before a decision is made. This action Item was tabled until the April Regular Board Meeting.
- G. Discussion and Possible Action on Late Open for Staff Training:
Jim relayed that we were unable to schedule our key speaker for the proposed training session on April 19, so he suggested that we open late on April 29 to accommodate the training. Laura Frye made a motion to open the

library at 12:00 p.m. on April 29 so that staff can attend training in the morning. Kathy Oetker seconded. All trustees present, DUBY, Frye, Oetker, Richmond, Schottland, and Smith voted Aye. Motion carried.

12. General Good and Welfare

13. Adjournment

President Anne Richmond adjourned the meeting at 8:48 p.m.

Respectfully submitted,

Name: _____ Date: _____
Cheryl Clark, Recording Secretary

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