

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
October 23, 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	P	Lisa Marie Smith	P
Kathy Oetker	6:39pm		
Jim DiDonato, Executive Director		P	
Marina Stevens, Assistant 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 presented, Laura Frye seconded. All Trustees present, Duby, Frye, Klein, 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.

- Paul Inserra, Library Auditor; discussion of the 2018/2019 Audit
- Penny McMahon, Head of Technical Services
- Debbie Allen, Head of Youth Services

Paul Inserra reviewed the library's FY 2018-2019 audit. Paul noted the library is in good financial standing and that all internal controls are being followed to the best of the library's current practices. Paul also reviewed recent Government Accounting Standards Board requirements that government agencies include a pension liability audit and an audit of Other Post Employment Benefits liabilities, of which both show the library having minimal risk exposure.

6. Approval of Minutes

A. Minutes of Regular Board Meeting for September 25, 2019:

Carolina Schottland made a motion to approve the Minutes of Regular Board Meeting for September 25, 2019, Laura Frye seconded. All Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

7. Financial Business

- A. Bookkeeping Report
B. Vendor's List - Warrant # 748

Laura Frye made a motion to approve Warrant #748, Carolina Schottland seconded. On a roll call vote all Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.

8. Communications

Flyers for: Puzzle Pieces program in October and November, Writers in the Library and Writing Sessions in November, and information on a Reaching Across Illinois Library System session, "Trustee Workshop: Keys to Running a More Successful Board Meeting."

9. Library Director's Report

Jim presented the Library's Director's Report as written.

10. Action Items

- A. Discussion and Possible Action on FY 2018-2019 Audit (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1):
Sarah Duby made a motion to accept the FY 2018-2019 Audit, Lisa Marie Smith seconded. All Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- B. Discussion and Possible Action on Resolution 10-23-2019-TLE, Tax Levy Estimate – A RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2019 TAX LEVY:
Carolina Schottland made a motion to adopt Resolution 10-23-TLE, A RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2019 TAX LEVY, Laura Frye seconded. All Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- C. Discussion and Possible Action on Setting Date for Tax Levy Hearing:
Laura Frye made a motion to schedule a Tax Levy hearing at 11/20/19 at 6:25 p.m. in the library's main Meeting Room, Lisa Marie Smith seconded. All Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- D. Discussion and Possible Action on Patron Conduct Policy:
Carolina Schottland made a motion to remove the word "no" and replace the word, "unpermitted" to "undesignated" in section 1.A., Kathy Oetker seconded. All Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- E. Discussion and Possible Action on Purchasing Staff Holiday Gift Cards:
Carolina Schottland made a motion to purchase staff holiday gift cards in the amount of \$100.00 per employee, Sarah Duby seconded. On a roll call vote all Trustees present, Duby, Frye, Klein, Oetker, Richmond, Schottland and Smith, voted aye. Motion carried.
- F. Discussion and Possible Action on Scheduling Meeting of Building Development Subcommittee:
No Motion/No Action. Anne, Sarah, and Jim will discuss any new information from the architect and report back to the full board in November.

11. Executive Session: (5 ILCS 120/2(c): (5) and (11)):
No Executive Session

12. General Good and Welfare

13. Adjournment

President Anne Richmond adjourned the meeting at 8:24 p.m.

Respectfully submitted,

Name: _____ Date: _____
Robbyn Allbee, Recording Secretary

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