

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
November 2, 2010

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:00 P.M.

Present were Hart, Kremer, Sanchez, Semple, Threadgill, Webb, and Wright.

Also present were David Ruff, Executive Director; Lucia Khipple, Assistant Library Director and Youth Services Director; Mary Sebela, Circulation Services Director; Joyce Schweda, Technical Services Director; Jennifer Collette, Director of Reference Services; Sharon Montague, Director of Special Services; Mary Constance Back, Readers' Services Director; Sabri Kecici, Building Services Director; Alice Fitzgerald, Rolling Meadows Historical Society; and Pat Gottschlich, Administrative Services Coordinator.

Absent were: Cavi and Pauly.

II.

Mrs. Semple moved that:

THE SECRETARY'S MINUTES DATED OCTOBER 5, 2010 BE APPROVED AS SUBMITTED.

Following a correction to Section IX. Item D: Add the word APPLICATION after the words Library Per Capita Grant.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote.

Mr. Cavi entered the meeting at 7:11 P.M.

III.

The meeting was open to the public for a period not to exceed twenty minutes. No members of the public chose to speak.

IV.

In the absence of Ms. Worth, Mrs. Montague stated that the Friends would donate approximately \$20,000.00 toward the mural and furniture purchased for the Youth Services renovation. A Book Sale is scheduled November 11 – 14, 2010.

V.

Mrs. Alice Fitzgerald, member of the Rolling Meadows Historical Society, presented an Overview of the Society, an invitation to visit the Museum, and a request for volunteers.

VI.

President Wright reviewed the 2010 Board Calendar and Educational Presentations. President Wright also stated that the 1st reading of the FY2011 Library Levy is scheduled at the November 9, 2010 City Council meeting.

VII.

Mr. Ruff stated that NSLS received money from the State to allow funding for van service through the end of 2010. Mr. Ruff said that year to date, Visits are up 1.8% and Circulation is down 3.4%. Program Attendance and Circulation numbers may be down due to the Youth Services Renovation. Mr. Ruff noted that Mrs. Montague and Ms. Schroeder applied for the PLA Highsmith Innovation Award for their Playmakers volunteer recognition program.

VIII.

There was no Unfinished Business.

IX.

- A. Mrs. Hart, Finance Committee Chair, stated that the Committee met today to review income and expenses.
- B. Mrs. Hart moved that:

ACCOUNTS PAYABLE DATED OCTOBER 29, 2010 IN THE AMOUNT OF \$279,462.06 BE APPROVED FOR PAYMENT.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a roll call vote.

- C. Mrs. Threadgill, Planning Committee Chair, stated that no meeting was held and none is scheduled.
- D. Mrs. Kremer, Bylaws Committee Chair, reviewed Library Policy updates regarding the brochure rack, bulletin board, and purchasing sections.
- E. Mrs. Kremer moved that:

THE BOARD APPROVE UPDATES TO THE LIBRARY POLICIES AS PRESENTED IN ATTACHMENT C – 11/02/10, AS AMENDED.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote, subject to changes to the Purchasing Policy suggested by Mr. Cavi to clarify the Executive Director's authority to approve written change orders.

- F. Mrs. Semple, Personnel Committee Chair, reported that a meeting was held on September 23, 2010 to review Employee Handbook policy updates.

Mrs. Pauly entered the meeting at 7:48 P.M.

- G. Mrs. Semple moved that:

THE BOARD APPROVE THE UPDATES TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT D – 11/02/10.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote.

- H. Mrs. Pauly, Development Committee Chair, stated that a meeting was held on October 26, 2010 to set up the 2011 Educational Agenda and Board Meeting dates.

- I. Mrs. Threadgill moved that:

THE BOARD APPROVE THE RESOLUTION ESTABLISHING THE REGULAR MEETING DATES OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF ROLLING MEADOWS, COOK COUNTY, ILLINOIS, FOR 2011 AS PRESENTED IN ATTACHMENT E – 11/02/10.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote.

- J. Mrs. Pauly presented an overview of the Board Meeting Educational Presentations for 2011 – Attachment F – 11/02/10.

- K. Under Other New Business, the duration of the posting of election signage at the Library on Election Day was questioned. Mr. Ruff stated that solicitation, peddling, and canvassing are covered by City Ordinance and Library policies are compatible with that ordinance.

No additional items were discussed during Other New Business.

X.

Mrs. Threadgill moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved. The meeting adjourned at 8:39 P.M.

Peg Webb, Secretary
Rolling Meadows Library Board

Date _____