

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
August 3, 2010

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:03 P.M.

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

Also present were David Ruff, Executive Director; Lucia Khipple, Assistant Library Director and Youth Services Director; Jennifer Collette, Director of Reference Services; Sharon Montague, Director of Special Services; Mary Constance Back, Readers' Services Director; Joyce Schweda, Technical Services Director; and Pat Gottschlich, Administrative Services Coordinator.

Absent was: Pauly.

President Wright welcomed new Board Member Don Cavi and roundtable introductions were made.

II.

Mrs. Threadgill moved that:

THE SECRETARY'S MINUTES DATED JULY 6, 2010 BE APPROVED AS SUBMITTED.

Following the opportunity for discussion, the question was called. The motion carried on a voice vote with five ayes and two abstentions (Semple and Cavi).

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 next Friends' meeting is scheduled on August 10, 2010. Mrs. Webb thanked Jennifer Collette and Lucia Khipple for helping with the heavy clean up work following the Summer Book Sale.

V.

Mr. Ruff and Mrs. Khipple presented the Youth Services Recarpeting and Repair Project Overview. Mrs. Khipple listed completed projects and reviewed items yet to be done. Mr. Ruff stated that due to the expected decrease and delay in tax funding, Mrs. Khipple

and Mrs. Montague arranged to purchase used furniture for the staff areas. The furniture, which is in very good condition, will cut costs and serve the purpose.

VI.

President Wright updated the 2010 Educational Presentations and Board Calendar.

VII.

Mr. Ruff reviewed statistics and noted that Circulation is down about 3% and Questions Asked is down about 30% in Youth Services and 11% overall. Mr. Ruff noted that this summer has been hotter and wetter than usual and might have affected the youth and senior visits to the Library. This was in addition to the Youth Services closure and remodeling, which also affected the Adult area statistics. Mr. Ruff then discussed the parking safety issues and new signage in the 10 minute parking areas.

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 JULY 30, 2010 IN THE AMOUNT OF \$337,703.62 BE APPROVED FOR PAYMENT.

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

- C. Mr. Ruff presented a review of the FY2011 Budget Priorities starting with the Library Liability Insurance, which is purchased through the IRMA (IL Risk Management Association) municipal pool and is expected by City Staff to increase from \$80,000 to \$96,000 for 2011. This number is tentative, but will be used for budget planning. Mr. Ruff reviewed Staff continuing education and capital improvement cuts and noted that the FY2011 Personnel budget will reflect the current economic situation.
- D. Mrs. Threadgill, Planning Committee Chair, stated that no meeting was held and none is scheduled.
- E. Mrs. Kremer, Bylaws Committee Chair, stated that no meeting was held and none is scheduled. The amended Bylaws were included in the Library Board packet.

- F. Mrs. Semple, Personnel Committee Chair, reported that the July meeting was postponed and no meeting is currently scheduled.
- G. In the absence of Mrs. Pauly, Development Committee Chair, Mr. Ruff reported that no meeting was held and none is scheduled.
- H. Mrs. Webb moved that:

THE COMMITTEE ENTER INTO CLOSED SESSION UNDER 5 ILCS 120/2(C)(1) TO DISCUSS PERFORMANCE ISSUES CONCERNING SPECIFIC EMPLOYEES AND AN INTERIM REORGANIZATION PLAN FOR THE MAINTENANCE DEPARTMENT.

Following a 5 minute recess, the Board entered into Closed Executive Session at 8:52 P.M.

- I. The Board returned to open session at 9.42 P.M.
- J. Mrs. Semple moved that:

THE BOARD APPROVE THE PERSONNEL CHANGES AND THE REORGANIZATION PLAN PRESENTED BY ADMINISTRATION FOR PROVISION OF MAINTENANCE SERVICES.

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

- K. Ms. Gottschlich invited those in attendance to the Staff Service Award Ceremony on Wednesday, September 15, 2010 at 1:30 P.M. in the Community Room.

There was no Other New Business.

X.

Mrs. Webb moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved. The meeting adjourned at 9:45 P.M.

Peg Webb _____
Secretary - Rolling Meadows Library Board

Date _____