

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
June 7, 2011

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, Kremer, Pauly, Sanchez, Semple, Threadgill, and Webb.

Absent was: Swenson

Also present were David Ruff, Executive Director; Lucia Khipple, Assistant Library Director and Youth Services Director; Mary Sebela, Circulation Services Director; Sharon Montague, Special Services Director; Mary Constance Back, Readers' Services Director; and Sabri Kecici, Building Services Director.

II.

Mrs. Threadgill moved that:

THE SECRETARY'S MINUTES DATED MAY 3, 2011 BE APPROVED AS SUBMITTED.

Following the opportunity for discussion, the motion carried unanimously on a voice vote.

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' Summer Book Sale will be held July 21 – 24, 2011. The Friends will march in the City's Fourth of July Parade wearing matching new shirts.

V.

Mrs. Khipple and Mrs. Montague presented Part 1 of the Educational Presentation, Friends, Neighbors, & Volunteers at the Library: Who They Are, What They Do, & Why We Love Them. Part 2 will be presented at the July Board meeting.

VI.

President Wright reviewed and updated the 2011 Board Calendar and Educational Presentations and stated that a one day Trustee Workshop will be held at Dominican University in River Forest on July 9, 2011. The same program will also be held in Grayslake on July 16, 2011 and on July 23, 2011 in Geneva. The hours are 9:00 A.M. – 4:00 P.M. Trustees were asked to notify Mr. Ruff or President Wright if they plan to attend.

VII.

Mr. Ruff stated that Circulation is down only 1% year-to-date and that numbers are expected to improve this year. Mr. Ruff reported that the Summer Reading Program decorations are in place and reflect this year's theme, Midsummer Knight's Read. Mr. Ruff said that Mr. Joe Tang is continuing to redesign both the Intranet and Internet websites while training employees on the new formats. Mr. Ruff stated that the Baker and Taylor visit will be scheduled in August or September and went on to say that Illinois is considering legislation which may affect the amount of Personal Property Replacement Tax (PPRT) funds the Library will receive. Mr. Ruff announced that Rolling Meadows Library will host one day programs regarding writing resumes, job-search techniques, and interviewing. The programs will be presented by Illinois WorkNet, a federally funded program. The new Reaching Across Illinois Library System (RAILS) is holding Board elections allowing each member library one vote. Donna Pauly, our NSLS representative, will cast our vote. The Mary Hart Garden plaque has been placed in the garden.

VIII.

There was no Unfinished Business.

IX.

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

**ACCOUNTS PAYABLE DATED JUNE 3, 2011 IN THE AMOUNT OF \$287,997.35
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 a meeting was held on May 25, 2011 to discuss the server replacement project, parking lot paving project, replacement of the microfiche reader, renovation of the receiving room, the electronic message board, soft seating replacement, the e-book collection, the external electronic signage project, book drop issues, and re-carpeting the main and upper floors. No future meeting is scheduled.

- D. Mrs. Kremer, Bylaws Committee Chair, stated that a meeting was held on May 21, 2011 to complete the Bylaws and Policy review.
- E. Updated Bylaws, Attachment C – 6/07/11, were presented and discussed for the first reading.
- F. Mrs. Kremer moved that:

THE BOARD APPROVE UPDATES TO ALL LIBRARY POLICIES AS PRESENTED IN ATTACHMENT D – 6/07/11.

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

- G. Mrs. Semple, Personnel Committee Chair, stated a meeting was held on May 19, 2011 to review Salary Ranges and Classification. A meeting is scheduled on June 30, 2011 to begin a review of employee policies.
- H. Mrs. Semple moved that:

THE BOARD APPROVE UPDATES TO THE STAFF SALARY RANGE SCHEDULE IDENTIFIED IN ATTACHMENT E – 6/07/11.

Following the opportunity for discussion, the motion carried unanimously on a voice vote.

- I. Mrs. Pauly, Development Committee Chair, said that a meeting was held on May 9, 2011 to review the Board Survey. Mrs. Pauly presented survey results to those in attendance.
- J. Mrs. Semple, Nominating Subcommittee of the Development Committee, presented an overview of the Board Officer Nomination and Election process.
- K. See Item I.
- L. Other New Business

No additional items were discussed under 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 8:42 P.M.

_____ Date _____
Marsha Kremer, Interim Secretary
Rolling Meadows Library Board