

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
April 5, 2011

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:05 P.M.

Present were Cavi, Kremer, Pauly, Sanchez, Semple, Threadgill, and Webb.

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; Jennifer Collette, Director of Reference Services; Mary Constance Back, Readers' Services Director; Sabri Kecici, Building Services Director; and Pat Gottschlich, Administrative Services Coordinator.

In a deviation from the agenda, President Wright announced the following changes to Board Member duties due to the recent resignation of Board Treasurer, Mrs. Hart. Mrs. Webb has accepted the position of interim Treasurer and Finance Committee Chair. Mrs. Kremer has accepted the position of interim Secretary with Mrs. Pauly to serve as the second Board Member on the Finance Committee. Mrs. Semple has joined the Development Committee.

II.

Mrs. Semple moved that:

THE SECRETARY'S MINUTES DATED MARCH 1, 2011 BE APPROVED AS SUBMITTED.

After the following corrections:

Section I, Sentence 1, the meeting start time was corrected from 7:56 to 6:56 P.M.

Mrs. Semple moved that:

THE SECRETARY'S MINUTES MARCH 1, 2011 BE APPROVED AS AMENDED.

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

Mrs. Threadgill moved that:

THE SECRETARY'S CLOSED MINUTES DATED MARCH 1, 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. Webb stated that the Friends held a successful Book Sale in March.

V.

There was no Educational Presentation due to time constraints.

VI.

President Wright reviewed the 2011 Board Calendar and reminded Board Members to return their completed Statement of Economic Interest forms by May 1, 2011.

VII.

Mr. Ruff announced the 2011 Per Capita Grant Fund Notification Letter has been received and the expected tax funds should be arriving soon. Mr. Ruff also reported that, effective July 1, 2011 the North Suburban Library System will merge with four other systems under the name, Reaching Across Illinois Library System, or RAILS. Mr. Ruff reviewed Circulation and Visits statistics using the new day-to-day format. Additional category figures will be summarized and reported in a year-to-date format next month. Mr. Ruff reported that the Candidates' Forum was very well attended and thanked Mrs. Montague for her efforts in promoting the event. Mrs. Montague stated that the Volunteer Luncheon will be held on May 14, 2011.

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 APRIL 1, 2011 IN THE AMOUNT OF \$349,209.37 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, reported that no meeting was held and none is scheduled.
- D. Mrs. Kremer, Bylaws Committee Chair, stated the Committee met on March 24, 2011 to begin the annual Bylaws review. The next meeting will be held on April 21, 2011 at 9:00 A.M.
- E. Mrs. Semple, Personnel Committee Chair, stated that a meeting was held on March 24, 2011 to plan meeting dates and review two new Employee Policies. The next meeting will be held on April 21, 2011 at 10:00 A.M..

F. Mrs. Semple moved that:

THE BOARD ADOPT THE BLOODBORNE PATHOGENS POLICY AS PRESENTED IN ATTACHMENT C – 04/05/11.

Following the opportunity for discussion, it was decided that this policy be held for additional review and presented for approval at the May Board Meeting.

G. Mrs. Semple moved that:

THE BOARD ADOPT THE IDENTITY PROTECTION POLICY AS PRESENTED IN ATTACHMENT D – 04/05/11.

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

Correct the spelling of the word “enclosed” and replace “redacted” with “eliminated”.

H. Mrs. Pauly, Development Committee Chair, stated that a meeting was held on March 8, 2011 to prepare the annual Board Survey. Board Members were asked that completed Surveys be returned to Ruth Wagner by April 22, 2011. The next meeting is scheduled on May 12, 2011.

I. Mrs. Webb moved that:

THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(1) TO DISCUSS THE EXECUTIVE DIRECTOR’S ANNUAL PERFORMANCE REVIEW AND GOALS FOR 2011 AS PRESENTED IN CLOSED ATTACHMENT E – 04/05/11.

Following a 5 minute recess, the Board entered into Closed Executive Session at 8:05 P.M.

J. The Board returned to Open Session at 8:40 P.M.

K. Mrs. Semple moved that:

PRESIDENT WRIGHT EXPRESS, TO MR. RUFF, THE BOARD'S THOUGHTS FOLLOWING THE REVIEW OF THE EXECUTIVE DIRECTOR'S 2011 GOALS AND PERFORMANCE.

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

President Wright will present review results to Mr. Ruff following the Board Meeting.

L. Mrs. Webb moved that:

THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(5) TO DISCUSS WHETHER THE LIBRARY SHOULD ACQUIRE A PARTICULAR PIECE OF PROPERTY AS PRESENTED IN CLOSED ATTACHMENT F – 04/05/11.

The Board entered into Closed Executive Session at 8:45 P.M.

M. The Board returned to Open Session at 8:52 P.M.

N. Mrs. Webb moved that:

THE BOARD APPROVE THE LIBRARY NOT ACQUIRE THE PROPERTY DISCUSSED IN CLOSED SESSION.

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

O. Other New Business

The reorganization of Board positions was discussed.

No additional items were discussed under 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 9:22 P.M.

Marsha Kremer, Interim Secretary
Rolling Meadows Library Board

Date _____