

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
September 6, 2011

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:04 P.M.

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

Absent were: Kremer and 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; Jennifer Collette, Reference Services Director; Laura Garcia, Community Relations Manager and Youth Services Library Associate, Jim Larsen, 7<sup>th</sup> Ward Alderman and City/Library Liaison and Pat Gottschlich, Administrative Services Coordinator.

II.

Mrs. Semple moved that:

**THE SECRETARY'S MINUTES DATED AUGUST 2, 2011 BE APPROVED AS SUBMITTED.**

Following the opportunity for discussion, the question was called. 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' were hosting a social event next week in place of their regular monthly meeting. Mrs. Montague also reported that, despite the bad weather and power outages, the Fall Book Sale was a great success.

V.

Mrs. Laura Garcia, Community Relations Manager and Youth Services Associate, presented the Educational Presentation: Introducing Public Library Services To Residents Newly Arrived To The United States. Following her talk, Mrs. Garcia answered questions from the group.

VI.

President Wright reviewed and updated the 2011 Board Calendar and Educational Presentations and reminded those planning on going on the Baker and Taylor Tour to be at the Library by 6:45 A.M. on September 19, 2011.

VII.

Mr. Ruff reviewed statistics and reported that all numbers are recovering and may be very close to matching the very high figures recorded last year. Mr. Ruff said that the Reaching Across Illinois Library System (RAILS) is forming an Advisory Board and information was included in the blue folders. Mr. Ruff stated that our Library has a redesigned webpage and thanked Joe Tang, Lucia Khipple, and Sharon Montague for their efforts. Mr. Ruff reported participation increased in the just ended Summer Reading Program by 6% for adults and 24% for teen participants.

VIII.

There was no Unfinished Business.

IX.

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

**ACCOUNTS PAYABLE DATED SEPTEMBER 2, 2011 IN THE AMOUNT OF \$350,395.18 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 reviewed the Draft Fiscal 2012 Budget as presented in Attachment C – 09/06/11. Items reviewed included no increase in the levy, staff reductions through attrition, no loss of library hours open, and reduced funding. A question and answer period followed an explanation of the three areas of Library budget planning; Operating, Personnel, and Materials.
- D. Mrs. Threadgill, Planning Committee Chair, stated that a meeting was held on August 22, 2011 to prioritize purchases which are necessary in the fourth quarter of 2011. Items included the purchase of a snow blower, floor buffer, a reduction in the number of computers yet to be purchased, and a new parking lot paving schedule. Mrs. Threadgill asked Mrs. Khipple to review three vendor quotes for the purchase of a server and server operating system. A recommendation was presented to the Board.

E. Mrs. Pauly moved that:

**THE BOARD ACCEPT THE PACE SYSTEMS, INC. QUOTE TO PURCHASE THE SERVER, OPERATING SYSTEM, AND LICENSES IN THE AMOUNT OF \$7,102.00 AS PRESENTED IN ATTACHMENT D – 09/06/11.**

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

F. In the absence of Mrs. Kremer, Bylaws Committee Chair, Mrs. Semple stated that no meeting was held and none is scheduled.

G. Mrs. Semple, Personnel Committee Chair, stated a meeting was held on August 16, 2011 to complete the employee policy review and review the job description list. No new meeting is scheduled.

H. Mrs. Semple moved that:

**THE BOARD APPROVE UPDATES TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT E – 09/06/11.**

Following the opportunity for discussion, Mrs. Semple moved that:

**THE BOARD APPROVE UPDATES TO THE EMPLOYEE HANDBOOK, WITH THE FOLLOWING AMENDMENT: DELETION OF DUPLICATE WORD “OR” IN POLICY 701, AS AMENDED IN ATTACHMENT E – 09/06/11.**

The question was called. The motion carried unanimously on a voice vote.

I. President Wright, Heritage Committee Chair, stated that a meeting was held on August 16, 2011 to discuss linking the current volunteer Playmaker video program with the new poster recognition plan. Volunteers chosen for recognition could be announced at the annual Volunteer Luncheon. The next meeting is scheduled on October 13, 2011.

J. Mrs. Pauly, Development Committee Chair, stated that no meeting was held but one is scheduled on September 8, 2011 to prepare the 2012 Educational Presentations list and set the 2012 committee meeting dates.

K. Mrs. Webb moved that:

**THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(21) TO DISCUSS MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT AS PART OF THE SEMI – ANNUAL REVIEW MANDATED BY SECTION 2.06 AS PRESENTED IN CLOSED ATTACHMENT F – 09/06/11.**

The motion carried unanimously on a voice vote.

Following a 5 minute recess, the Board entered into Closed Executive Session at 9:28 P.M.

L. The Board returned to open session at 9:31 P.M.

M. Mrs. Pauly moved that:

**THE CLOSED MINUTES RECOMMENDED FOR RELEASE AND REVIEWED UNDER 5 ILCS 120/2(C)(21) IN ATTACHMENT F – 09/06/11 NO LONGER NEED CONFIDENTIAL TREATMENT AND MAY BE MADE AVAILABLE FOR PUBLIC INSPECTION.**

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

N. Other New Business:

Library Visit reports will be added to the October and November Educational Presentation list.

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 9:32 P.M.

\_\_\_\_\_ Date \_\_\_\_\_  
Marsha Kremer, Secretary  
Rolling Meadows Library Board