

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
August 2, 2011

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 Cavi, Kremer, Pauly, Sanchez, Semple, Swenson, 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, Reference Services Director; Joyce Schweda, Technical Services Director; Sabri Kecici, Building Services Director; Jim Larsen, 7<sup>th</sup> Ward Alderman and City/Library Liaison; and Pat Gottschlich, Administrative Services Coordinator.

II.

Mrs. Threadgill moved that:

**THE SECRETARY'S MINUTES DATED JULY 5, 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' June meeting was cancelled due to the power outage. One day of the Summer Book Sale was also affected by the power outage and sales figures may be lower than expected.

V.

Mr. Ruff presented the Educational Presentation: The Impact of E-books On the Public Library. The Library will be purchasing e-books for the use of our patrons while continuing to participate in the e-book leasing consortium. Mr. Swenson distributed information and recommended a library law seminar he attended for new Library Trustees at Dominican University.

VI.

President Wright reviewed and updated the 2011 Board Calendar and Educational Presentations. President Wright noted the City Council, Library Board, and Library Committee updated lists. Also included, information regarding the September 19, 2011 tour of the Baker & Taylor Book Distribution facility in Momence, Illinois.

VII.

Mr. Ruff reviewed usage statistics and said they were affected by the 2½ closed days due to the weather and related power outages. Mr. Ruff stated that the Library remained open as long as patron comfort and safety could be ensured. Mr. Ruff also reported on the recent theft of gutters from the west wing of the library.

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 JULY 28, 2011 IN THE AMOUNT OF \$235,499.98 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. Mr. Cavi reviewed the parking lot paving repair vendors and bids.
- D. Mrs. Threadgill moved that:

**THE BOARD ACCEPT THE BID FROM JSI, LTD. FOR PARKING LOT PAVING REPAIRS AS PRESENTED IN ATTACHMENT C – 08/02/11, SUBJECT TO THE CONTRACT ATTACHED.**

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

- E. Mrs. Kremer, Bylaws Committee Chair, stated that no meeting was held and none is scheduled. Mrs. Kremer presented the completed Library Bylaws update packet.

In a deviation from the agenda, Item F will follow Item H.

- G. Mrs. Semple, Personnel Committee Chair, stated a meeting was held on July 21, 2011 to continue a review of employee policies. A meeting will be held on August 16, 2011 to complete the employee policy review.
- H. President Wright, Heritage Committee Chair, stated that a meeting was held on July 19, 2011. Mrs. Semple has begun work on a compilation of Library history in the areas of Personnel, Building, Annual Budgets, and Events. Volunteer recognition to engender good will, use available space, and be cost effective, was also discussed. The next meeting is scheduled on August 16, 2011.
- F. Mr. Ruff reviewed the Standards for Illinois Public Libraries, Chapter 2, Governance and Administration, as required by this year's Per Capita Grant Application.
- I. Mrs. Pauly, Development Committee Chair, reported that no meeting was held but one will be scheduled on September 8, 2011.
- J. Other New Business:

Mr. Swenson asked if the Board would investigate the possibility of participation at Board meetings through remote access such as teleconferencing. President Wright asked Mrs. Kremer and the Bylaws Committee to schedule a meeting to review this requested change in policy.

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 8:43 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_