

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
March 6, 2012

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, and Webb.

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

Absent was: Threadgill.

II.

Mrs. Semple moved that:

THE SECRETARY'S MINUTES DATED FEBRUARY 7, 2012 BE APPROVED AS SUBMITTED.

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

Mrs. Semple moved that:

THE SECRETARY'S CLOSED MINUTES DATED FEBRUARY 7, 2012 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 reported that the Friends have voted to fund the Library's Wi-Fi project. The Friends also voted to meet bi-monthly, except in election years, when they will add a meeting in January. The next Book Sale is scheduled on March 15 – March 18, 2012.

V.

There were two Educational Presentations this evening. Ashley Schroeder, Library Associate, reviewed the process of getting her book, *Rolling Meadows*, to the publisher. Ms. Schroeder recounted the many stages of getting a book together, choosing what topics to include, working with an editor and publisher, and meeting many deadlines. *Rolling Meadows* will be published on March 19, 2012. The second part of the Educational Presentation was an overview of OSHA's (Occupational Safety and Health Act) Bloodborne Pathogen Training Procedures presented by Pat Gottschlich.

VI.

President Wright reviewed and updated the Educational Presentation List for 2012 and announced the Virtual PLA program on March 15th and 16th to be held in the Board Room. Anyone interested in seeing any of the programs is welcome to attend. In addition, the Annual Volunteer Luncheon invitations are included in the blue folders. The Luncheon will be held on April 20th, 12:30 – 3:00 P.M.

VII.

Mr. Ruff, Executive Director, reported that 2012 Year-To-Date statistics are up. Visits are up 3% and Circulation is up 1.3%. Mrs. Khipple stated that over 500 guests attended Dr. Seuss Day. There were crafts and lots of cake for all. Mr. Ruff thanked Staff and invited guests for all their efforts. Mr. Ruff also stated that the new Wi-Fi system is running and thanked the Friends for funding the project.

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 MARCH 2, 2012 IN THE AMOUNT OF \$251,630.90 BE APPROVED FOR PAYMENT.

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

- C. In the absence of Mrs. Threadgill, Planning Committee Chair, no report was presented.
- D. Mrs. Kremer, Bylaws Committee Chair, stated that no meeting was held and none is scheduled.
- E. Mrs. Semple, Personnel Committee Chair, stated that a meeting will be held on March 21, 2012 to begin the annual Salary Classification review.

- F. President Wright, Heritage Committee Chair, reported that the Committee met on February 16, 2012 and were presenting two documents to be reviewed at tonight's meeting. The Volunteer Luncheon, on April 20th, will be the first time volunteers will be honored in accordance with the Committee guidelines. The first document is the Volunteer Nomination Form. Please complete the form, before the end of March, and return it to Dave Ruff or the Welcome Desk. The second document is the Legacy Policy. Please review this information for discussion at the April Board meeting. President Wright reviewed how honorees will be recognized.
- G. Mrs. Pauly, Development Committee Chair, stated that no meeting was held, but one is scheduled on March 8, 2012 to review the Executive Director's goals and to begin work on the Board Survey.
- H. Mrs. Webb moved that:

THE BOARD APPROVE THE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FY2011-2012 FOR SUBMISSION TO THE ILLINOIS STATE LIBRARY AS PRESENTED IN ATTACHMENT C – 03/06/12.

Following the opportunity for discussion, the question was called following corrections to questions number 18.9a and 21.2. The motion carried unanimously on a voice vote.

- I. Mrs. Semple moved that:

THE BOARD ENTER INTO CLOSED EXECUTIVE 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 C – 03/06/12.

The Board entered into Closed Executive Session at 8:30 P.M.

- J. The Board returned to Open Session at 8:33 P.M.
- K. Mrs. Semple moved that:

THE CLOSED MINUTES RECOMMENDED FOR RELEASE AND REVIEWED UNDER 5 ILCS 120/2(C)(21) NO LONGER NEED CONFIDENTIAL TREATMENT MAY BE MADE AVAILABLE FOR PUBLIC INSPECTION.

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

Mrs. Semple moved that:

THE LIBRARY SHALL DESTROY ALL VERBATIM RECORDS AND TAPES OF CLOSED SESSION MEETINGS MORE THAN 18 MONTHS OLD AS ALLOWED IN

AND IN ACCORDANCE WITH THE PROCEDURES DESCRIBED IN 5 ILCS 120/2.06, AS PER THE STATUTE.

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

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 8:56 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____