

**ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES  
CLOSED EXECUTIVE SESSION  
APRIL 3, 2012**

The Rolling Meadows Library Board of Trustees entered into Closed Executive Session at 8:57 P.M. under **5 ILCS 120/2(C)(1) TO DISCUSS THE EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE REVIEW AND GOALS FOR 2012, AS PRESENTED IN CLOSED ATTACHMENT F – 04/03/12.**

A discussion ensued.

Mrs. Threadgill moved that:

**THE BOARD RETURN TO REGULAR SESSION.**

On a voice vote the motion carried unanimously and the Board returned to regular session at 9:23 P.M.

Marsha Kremer

Marsha Kremer  
Secretary – Rolling Meadows Library Board

Date

5/1/12

TO: Members Of The Library Board  
FROM: Dave Ruff  
RE: Summary Of Last Year's Administrative Initiatives & Future Goals  
DATE: 04/03/12

Hello Everyone,

**Major administrative initiatives from last year:**

1. **Prepare and present the Fiscal 2012 Library Budget.** Completed. Levy approved by City Council.
2. **Standardize the reporting of all usage statistics to enhance the Library's financial and operational planning.** Completed. Year-to-year data will be available beginning March 2012.
3. **Evaluate the Library's general liability and property insurance policies.** In process. Preliminary meetings have been completed with a policy review. Development of a Request For Proposal (RFP) remains to be completed.
4. **Coordinate the Library's transition into the successor to the North Suburban Library System.** Integration with the Reaching Across Illinois Library System (RAILS) has been completed and adoption of the RAILS Reciprocal Borrowing Agreement was approved by the Library Board.

**Proposed project goals for this year include:**

1. Prepare and present the Fiscal 2013 Library Budget.
2. Train for and function as a back-up in payroll processing.
3. Train for and function as a back-up in payables processing.
4. Produce procedural manuals for primary payroll and payables functions.
5. Oversee production of procedural manual for primary Human Resources functions.
6. Coordinate the update of all Administration Department Job Descriptions.
7. Continue evaluation of general liability and property insurance policies.