

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
July 3, 2012

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:02 P.M.

Present were: Cavi, Kremer, Pauly, Sanchez, Swenson, Threadgill, and Webb.

Also present were David Ruff, Executive Director; Mary Sebela, Circulation Services Director; Jennifer Collette, Reference Services Director; Joyce Schweda, Technical Services Director; Mary Constance Back, Readers' Services Director; Sabri Kecici, Building Services Director; Jim Larsen, 7th Ward Alderman and City/Library Liaison; and Pat Gottschlich, Administrative Services Coordinator.

Absent was: Semple

II.

Mrs. Threadgill moved that:

THE SECRETARY'S MINUTES DATED JUNE 5, 2012 BE APPROVED AS SUBMITTED.

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

Mrs. Semple entered the meeting at 7:05 P.M.

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 and Mrs. Montague, Mr. Ruff reported that the next Book Sale will be held July 19 – 22, 2012. Mr. Ruff also reported that the Friends will march in the City's 4th of July Parade.

V.

Ms. Gottschlich, Administrative Services Coordinator, presented a Review of the 2013 Per Capita Grant Requirements – Part 1, a list of annual state grants available and grant eligibility requirements. Mr. Ruff then presented Part 2, an overview of supplemental taxes and potential tax funding sources for the Library. This Educational Presentation met the Library Trustees Per Capita Grant requirement for 2013.

VI.

President Wright reviewed the 2012 Educational Presentations and reminded Board Members to complete the Open Meetings Act online training by the end of 2012.

VII.

Mr. Ruff discussed his visit to the Broadcast Museum and encouraged those present to look at the Summer Reading displays. Mr. Ruff reported that Internet Sessions and Visits are the same year-to-date while Circulation is down 3%. Questions Asked is up by 3% and Program Attendance is up by 13%. Mr. Ruff noted the closing of the bowling alley that borders Library property. Mr. Ruff congratulated Mrs. Webb, Mr. Sanchez, and Mr. Wright on their reappointment to the Board for an additional three years. In addition, Mr. Ruff thanked the Friends of the Library for their recent donation for the Library's Wi-Fi system and also thanked Mr. Kecici and Building Services for their pro-active maintenance of the Library's air conditioning system during the current heat wave.

VIII.

There was no Unfinished Business.

IX.

A. Mrs. Webb, Finance Committee Chair, stated that the Committee met today to review income and expenses. Mrs. Webb stated that a review of financial report line item titles prompted Mrs. Pauly to suggest that some line items should be renamed and the Committee agreed.

B. Mrs. Webb moved that:

ACCOUNTS PAYABLE DATED JUNE 29, 2012 IN THE AMOUNT OF \$336,465.80 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 moved that:

THE BOARD ENGAGE THE ACCOUNTING FIRM OF McCLURE, INSERRA & COMPANY CHARTERED OF ARLINGTON HEIGHTS TO CONDUCT THE LIBRARY'S ANNUAL AUDIT IN 2013.

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

D. Mrs. Threadgill, Planning Committee Chair, stated that a meeting was held on June 20, 2012 to discuss the parking lot seal coat and striping project, air conditioning replacement cost, and the addition of a walkway to the Mary Hart Garden.

E. Mrs. Threadgill moved that:

THE BOARD ACCEPT THE BID FROM JSI LTD. TO SEAL COAT AND STRIPE THE PARKING LOT AT A PRICE NOT TO EXCEED \$4,587.00 AS PRESENTED IN ATTACHMENT C – 07/03/12.

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

F. Mrs. Threadgill moved that:

THE BOARD APPROVE A PAVED WALK OF UNILOCK OLDE GREENWICH COBBLESTONE – SIERRA IN THE MARY HART GARDEN, IN AN AMOUNT NOT TO EXCEED \$1,116.00, USING FUNDS DONATED IN HER MEMORY AND AS PRESENTED IN ATTACHMENT D – 07/03/12.

Following the opportunity for discussion, the question was called. The motion carried on a roll call vote. AYES: Cavi, Kremer, Swenson, Threadgill, and Webb. NAYS: Pauly, Sanchez, and Semple. It was noted that the nays were based on the choice of paver stone rather than opposition to the project itself.

G. Mrs. Kremer, Bylaws Committee Chair, stated that a meeting was held on June 21, 2012 to review the Collection Development Policy. The next meeting is scheduled on July 19, 2012.

H. Mrs. Kremer moved that:

THE BOARD APPROVE UPDATES TO THE LIBRARY'S COLLECTION DEVELOPMENT POLICY AS PRESENTED IN ATTACHMENT E – 07/03/12.

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

I. Mrs. Semple, Personnel Committee Chair, stated that a meeting was held on June 21, 2012 to continue the *Employee Handbook* review. The next meeting is scheduled on July 19, 2012.

J. President Wright, Heritage Committee Chair, stated that no meeting was held, but one is scheduled on July 26, 2012.

K. Mrs. Pauly, Development Committee Chair, stated that no meeting was held. The next meeting is scheduled on September 13, 2012.

L. Mrs. Semple, Nominating Subcommittee of the Development Committee, presented the following slate of candidates:

For President: Dick Wright. There were no nominations from the floor; nominations were declared closed.

For Vice-President: Jean Threadgill. There were no nominations from the floor; nominations were declared closed.

For Secretary: Marsha Kremer. There were no nominations from the floor; nominations were declared closed.

For Treasurer: Peg Webb. There were no nominations from the floor; nominations were declared closed.

Mrs. Semple moved that:

THE BOARD APPROVE THE SLATE OF BOARD OFFICERS.

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

M. Other New Business:

President Wright stated that it is time for Department Directors and Board Members to review Committee Membership and Committee Chair volunteer listings and report any changes to be made. President Wright stated that he would e-mail Committee Chair and Membership lists to Board members and Mr. Ruff stated that he would do the same for Department Directors.

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 8:30 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____