

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
June 5, 2012

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, Kremer, Pauly, Semple, Threadgill, and Webb.

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

Absent were: Sanchez and Swenson

II.

Mrs. Semple moved that:

THE SECRETARY'S MINUTES DATED MAY 1, 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 did not meet last month. The Friends will again be providing the books to be used as prizes for the Youth Services Summer Reading Program. The new Friends of the Library brochures are available outside the Friends' Bookstore. The next Book Sale will be held in July.

Mr. Swenson entered the meeting at 7:10 P.M.

V.

Mr. Ruff presented an Overview of the Library's Property, Liability, & Workers' Compensation Insurance. Additional information will be presented as it is obtained.

VI.

President Wright reviewed the 2012 Educational Presentation list. Mr. Ruff explained part of what will be included in next month's presentation. Mr. Ruff also commented on the Board/Staff Educational Trip for this year. President Wright also reminded Board Members of the Open Meetings online program.

VII.

Mr. Ruff, Executive Director, noted that the Usage Report summary showed increases in all year-to-date figures except Circulation. Mr. Ruff then stated that a new Page 8 of the audit included the Library Investment Policy. Mr. Ruff thanked the Alliance Credit Union for their donation of the first four seasons of "Biz Kids". In addition to photos of Library staff, the blue folders also included a summary of the Legacy Program prepared by Mrs. Montague. Mrs. Montague stated that Special Services won a national Best in Show award for a brochure designed by Jamie Marscin, A Midsummer Knight's Read, and the 2011 Summer Reading brochure.

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 JUNE 5, 2012 IN THE AMOUNT OF \$265,233.68 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 a meeting was held on May 18, 2012 to discuss the Millennium server replacement, the 2013 computer replacement needs, the parking lot paving project, central air unit replacement options, the future carpet replacement project, and the use of funds donated for the Mary Hart Garden. The next meeting will be held on June 20, 2012.
- D. Mrs. Kremer, Bylaws Committee Chair, stated that a meeting was held on May 21, 2012 to review the Collection Development Policy. The results are reflected in Attachment C – 06/05/12. Mrs. Collette presented an overview of the Collection Development Policy. The next meeting is scheduled on June 21, 2012.
- E. Following a discussion of policy vs. procedure, this item was tabled for further review.

- F. Mrs. Semple, Personnel Committee Chair, stated that a meeting was held on May 10, 2012 to begin the annual *Employee Handbook* review. The next meeting is scheduled on June 21, 2012.
- G. President Wright, Heritage Committee Chair, stated that a meeting was held on May 17, 2012 to discuss the Volunteer Luncheon and review the Legacy Project program.
- H. Mrs. Pauly, Development Committee Chair, stated that a meeting was held on May 17, 2012 to review the Board Survey results and to discuss the Board Election procedure.
- I. Mrs. Semple, Nominating Subcommittee of the Development Committee, presented an overview of the nomination and voting procedures in advance of the July Board elections. The nomination forms were not included in tonight's Board packets. Mr. Ruff will e-mail the forms to Board members. Mrs. Semple asked that completed nomination forms be returned by June 22, 2012.
- J. Mrs. Pauly presented a summary of the results of the annual Board Evaluation Survey Results.
- K. Other New Business:

Mrs. Threadgill asked for an explanation of the English/Spanish menu which is part of the Summer Reading Program.

Mr. Swenson commented on the quality of the Northwest Cultural Council's Quarterly Newsletter, *Spotlights*.

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 9:04 P.M.

 Marsha Kremer, Secretary
 Rolling Meadows Library Board

Date _____