

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
May 1, 2012

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:05 P.M.

Present were: Cavi, Kremer, Pauly, Sanchez, 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; Julie Tang, Financial Services Coordinator; Judy Walther, CPA, McClure, In Serra & Company; and Pat Gottschlich, Administrative Services Coordinator.

Absent was: Swenson

II.

Mr. Sanchez moved that:

THE SECRETARY'S MINUTES DATED APRIL 3, 2012 BE APPROVED AS SUBMITTED.

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

Mrs. Threadgill moved that:

THE SECRETARY'S CLOSED MINUTES DATED APRIL 3, 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 redesigned their brochure; it is now in color. The next Book Sale is scheduled to be held in July.

V.

Mr. Ruff introduced Judy Walther, CPA with McClure, Inserra, and Company, to present an overview of the FY2011 Library Financial audit in which the Library attained a clean opinion.

VI.

President Wright noted a bulletin from the Schaumburg Township Assessor which announced that Cook County property tax bills will be mailed in late June and due August 1, 2012. President Wright then reviewed and updated the Educational Presentation List for 2012. President Wright thanked those responsible for the Volunteer Luncheon and reported that the Legacy Project was initiated at this year's Luncheon with 12 inductees.

VII.

Mr. Ruff, Executive Director, noted that the blue folders contained website information for the Open Meetings Act training which is now required for Board members. Mr. Ruff stated that the blue folders also contained the Legacy Project policy, Salary Classification changes, and Vacation policy updated pages, all of which were approved at the April Board Meeting. Mr. Ruff noted the May 9, 2012 program which the Library and Historical Society are co-sponsoring. Mrs. Khipple then reported on the successful Youth Services program, El Dia de Los Niño's. Mr. Ruff reported that, with the exception of Circulation, Library statistics are all up. There was a brief discussion of the library's Collection Development Policy, and the Bylaws Committee will meet on May 21, 2012, to conduct its state mandated biennial update of that policy for Board approval at the June Board meeting.

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 APRIL 27, 2012 IN THE AMOUNT OF \$260,025.21 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 no meeting was held but one is scheduled on May 18, 2012.

- D. Mrs. Kremer, Bylaws Committee Chair, stated that no meeting was held but one is scheduled on May 21, 2012.
- E. Mrs. Semple, Personnel Committee Chair, stated that no meeting was held but one is scheduled on May 10, 2012 to begin the annual *Employee Handbook* review.
- F. Mrs. Pauly, Development Committee Chair, stated that no meeting was held but one is scheduled on May 17, 2012 to discuss the Board Survey results and to review the nomination procedure for the July Board elections.
- G. President Wright, Heritage Committee Chair, stated that a meeting is scheduled on May 17, 2012 to discuss the Legacy Project program.
- H. Other New Business:

No additional items were discussed under Other New Business.

X.

Mrs. Threadgill moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved. The meeting adjourned at 8:01 P.M.

_____ Date _____
Marsha Kremer, Secretary
Rolling Meadows Library Board