

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
October 2, 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, Sanchez, Semple, and Webb.

Also present were David Ruff, Executive Director; Lucia Khipple, Library Assistant Director and Youth Services Director; Mary Sebela, Circulation Services Director; Mary Constance Back, Readers' Services Director; Sabri Kecici, Building Services Director; and Pat Gottschlich, Administrative Services Coordinator.

Absent were: Pauly, Swenson, and Threadgill.

II.

Mrs. Webb moved that:

THE SECRETARY'S MINUTES DATED SEPTEMBER 4, 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 SEPTEMBER 4, 2012 BE APPROVED AS SUBMITTED.

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

Jennifer Collette entered the meeting at 7:08 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, Mrs. Montague reported on the successful Summer Book Sale. The next Friends meeting will be held on October 9, 2012. Mr. Ruff stated that a memorial service was recently held for Dan Galardy, an active Friends member.

V.

The Educational Presentation: Library Visits Part II, presented by Mrs. Webb, Mrs. Semple, Mrs. Kremer, Mrs. Khipple, and Mrs. Montague discussed visits to the Highland Park, Lake Forest, and Waukegan Libraries.

VI.

President Wright reviewed the 2012 Educational Presentation list and passed around thank you cards from two employees recently honored at the Staff Awards Ceremony. Mr. Ruff will do a Levy Presentation to the City Council on Tuesday, October 16, 2012. The first reading is scheduled on October 23, 2012. The second reading is scheduled on November 27, 2012. Approval of the Library Levy is scheduled on December 4, 2012, or December 11, 2012, if necessary.

VII.

Mr. Ruff, Executive Director, noted that the west parking lot light pole is in the process of being replaced and there are some bushes which have died and will be replaced. Staff retirements, hirings, usage and statistics were also discussed. Year to date Questions Asked and Program Attendance are up. Circulation and Internet Sessions figures are down while Visits remains flat. Mr. Ruff distributed packets containing year to year Library Levy increase figures, a year to year reciprocal patron comparison by items circulated, and FY2012 and FY2013 budget figures by line item.

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 SEPTEMBER 30, 2012 IN THE AMOUNT OF \$168,143.97 BE APPROVED FOR PAYMENT.

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

- C. Mrs. Webb moved that:

THE BOARD APPROVE THE FY2013 LIBRARY BUDGET AS PRESENTED IN ATTACHMENT C – 10/02/12.

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

- D. In the absence of Mrs. Threadgill, Planning Committee Chair, Mr. Sanchez stated that a meeting was held on September 14, 2012 to determine the most popular soft seating chair design.
- E. Mrs. Semple moved that:

THE BOARD APPROVE THE SOFT SEATING CHAIR DESIGN, “JESSA”, RECOMMENDED BY THE PLANNING COMMITTEE AND DIRECTED THEM TO PREPARE A REQUEST FOR PROPOSAL FOR USE IN OBTAINING COMPETITIVE BIDS.

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

- F. Mrs. Kremer, Bylaws Committee Chair, reported that no meeting was held. Current Bylaws binder contents should be replaced with the updated Library Bylaws packet in the blue folders.
- G. Mrs. Semple, Personnel Committee Chair, stated that no meeting was held and none is scheduled.
- H. President Wright, Heritage Committee Chair, stated that a meeting was held on September 27, 2012 to set the Volunteer Luncheon date, April 6, 2012, and to narrow the field of potential nominees for Heritage Committee recognition. The next meeting will be on January 17, 2013.
- I. In the absence of Mrs. Pauly, Development Committee Chair, President Wright stated that no meeting was held but one is scheduled on October 25, 2012.
- J. 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 8:55 P.M.

_____ Date _____
Marsha Kremer, Secretary
Rolling Meadows Library Board