

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
September 4, 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, Pauly, Semple, Swenson, 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; Mary Constance Back, Readers' Services Director; Sabri Kecici, Building Services Director; Jim Larsen, 7<sup>th</sup> Ward Alderman and City/Library Liaison; and Pat Gottschlich, Administrative Services Coordinator.

Absent were: Kremer and Sanchez.

II.

Mrs. Semple moved that:

**THE SECRETARY'S MINUTES DATED AUGUST 7, 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 and Mrs. Montague, Mrs. Webb reported that the next Friends of the Library meeting will be in October and a Friends Book Sale is scheduled in November.

V.

Mr. Ruff presented Overview of 2013 Budget Challenges and Opportunities, the Educational Presentation. Mr. Ruff distributed a handout and explained Staffing, Budget History, Library Levy Increases, and Line Item comparisons between previous years and the estimated FY2013 budget. Mr. Ruff stated that the figures presented for FY2013 were again being reviewed for additional deductions before the final budget is determined.

VI.

President Wright reviewed the 2012 Educational Presentation list and stated that the Illinois Library Association is meeting in Peoria, IL October 9-11, 2012. President Wright reminded Board Members of the requirement to complete the Open Meetings Act online training before December 31, 2012. President Wright also noted a patron suggestion for a drop off return box for drive up returns.

VII.

Mr. Ruff, Executive Director, noted that the increasing availability of e-books was significantly reducing reciprocal borrowing. Mr. Ruff described, From Brainstorm to Book Shelf, a Library program which will include a presentation by Ashley Schroeder, an author and member of our Special Services Department. The suggestion that Library programs be presented as podcasts was discussed. Mrs. Khipple and Ms. Back reported that summer reading increased by double digits over last year's program. Mr. Ruff noted a newspaper column regarding a non-fiction book discussion group organized by Nana Herron, one of our Reference Librarians. Mr. Ruff said sample chairs and forms were located in his office for Staff and Board evaluation. Mr. Ruff told the Board about a patron who made a donation in memory of her recently deceased mother who enjoyed the Library. Mr. Ruff noted that September is National Library Card Sign Up Month and Mrs. Sebela described raffle prizes available for patrons checking out library items this month.

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 AUGUST 31, 2012 IN THE AMOUNT OF \$258,021.19  
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 APPROVE THE LIBRARY'S ANNUAL PER CAPITA GRANT  
APPLICATION AS PRESENTED IN ATTACHMENT C – 09/04/12.**

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 no meeting was held but one is scheduled on September 14, 2012 to discuss lighting, new chairs, paving, and concrete issues. A light pole base in the parking lot is cracked and will be replaced over a two day period.
- E. In the absence of Mrs. Kremer, Bylaws Committee Chair, Mrs. Semple presented the updated Library Bylaws, following last month's 1<sup>st</sup> Reading.
- F. Mrs. Semple moved that:

**THE BOARD APPROVED PROPOSED UPDATES TO THE LIBRARY BYLAWS AS PRESENTED IN ATTACHMENT D – 09/04/12.**

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

- G. Mrs. Semple, Personnel Committee Chair, stated that no meeting was held and none is scheduled. Mrs. Semple noted that the approved *Employee Handbook* updated pages were included in the Board folders.
- H. President Wright, Heritage Committee Chair, stated that no meeting was held, but one is scheduled on October 25, 2012.
- I. Mrs. Pauly, Development Committee Chair, stated that no meeting was held but one is scheduled on October 25, 2012.

- J. **THE BOARD ENTERED INTO CLOSED EXECUTIVE SESSION UNDER 5 ILCS 120/2(C)(21) TO DISCUSS MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT AS PART OF THE SEMI-ANNUAL REVIEW MANDATED BY SECTION 2.06 AS PRESENTED IN CLOSED ATTACHMENT E – 09/04/12.**

The Board entered into Closed Executive Session at 8:21 P.M.

- K. The Board returned to Open Session at 8:23 P.M.

- L. Mrs. Semple moved that:

**THE CLOSED MINUTES RECOMMENDED FOR RELEASE IN CLOSED ATTACHMENT E – 09/04/07 AND REVIEWED UNDER 5 ILCS 120/2(C)(21) NO LONGER NEED CONFIDENTIAL TREATMENT AND MAY BE MADE AVAILABLE FOR PUBLIC INSPECTION.**

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

- M. 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 8:24 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_