

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
August 7, 2012

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:01 P.M.

Present were: Cavi, Kremer, Sanchez, Semple, 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; Sharon Montague, Special Services Director; Mary Constance Back, Readers' Services Director; Sabri Kecici, Building Services Director; and Pat Gottschlich, Administrative Services Coordinator.

Absent were: Pauly and Swenson

II.

Mrs. Threadgill moved that:

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

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

Mr. Larsen entered the meeting at 7:03 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 that the Friends marched in the July 4<sup>th</sup> Parade and held a successful Book Sale in July. In addition, 140 "free book" coupons, used as prizes for young summer readers, were used at the Book Sale to claim free books.

V.

Mr. Ruff gave the Educational Presentation, A Review of Core Standards for Library Programming, as required in the 2013 Per Capita Grant Application. Mr. Ruff explained that in-house and outreach programs are a good way to introduce patrons to the Library's collection. During the discussion a suggestion was made to include Science and Math programs for the Library's younger patrons.

VI.

President Wright reviewed the 2012 Educational Presentation list and went on to review the 2012 – 2013 Board and Staff Committee List and thank all volunteers for serving on Committees. President Wright also noted the date of the Staff Service Awards to be held on September 19, 2012.

VII.

Mr. Ruff, Executive Director, stated that many patrons are coming to the Library with electronic devices and asking for guidance in their use. Mrs. Collette explained that the Reference Services librarians have become proficient in using these devices and have prepared handouts to explain the basics to patrons. Mr. Ruff reviewed Statistics year-to-date including Visits and Internet Sessions which were unchanged compared to July 2012. Circulation was down 2.1%, with Questions Asked and Program Attendance up 4.3% and 10.5% respectively. Mr. Ruff noted that Reciprocal Borrowing only accounts for 8% of the Library's circulation but is responsible for 53% of the reduction in total circulation year-to-date. Mr. Ruff and Circulation Director Mary Sebela believe this is evidence of the impact of reciprocal patrons downloading e-books from home rather than traveling to our library. Mr. Ruff said that the Planning Committee's idea to sealcoat rather than repave the parking lot saved several thousand dollars. Next year, however, some repaving may be necessary. The plan is to alternate years of sealcoating and paving.

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 3, 2012 IN THE AMOUNT OF \$265,222.28  
BE APPROVED FOR PAYMENT.**

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

- C. Mr. Ruff presented An Overview of Fiscal 2013 Budget Variables including expected Consumer Price Index numbers for the Chicago area and an expected Levy increase that may be in the 3% - 4% range depending on upcoming inflation figures.
- D. Mrs. Threadgill, Planning Committee Chair, stated that no meeting was held and none is scheduled. Mr. Ruff noted that brick pavers installed in the Mary Hart Garden were not flared as expected due to concern that the contractor had regarding the stability of cutting the stones in such small pieces. The contrast of paver color against the color of the concrete bench base led to

a suggestion that Mr. Kecici and Mrs. Montague look into products that will color the concrete pad beneath the bench to lessen the contrast.

E. Mrs. Threadgill moved that:

**THE BOARD ACCEPT THE BID FROM ABS TO PURCHASE A REPLACEMENT ADMINISTRATION COPIER, IN AN AMOUNT NOT TO EXCEED \$5,000.00, AS PRESENTED IN ATTACHMENT C – 08/07/12.**

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

F. Mrs. Kremer, Bylaws Committee Chair, stated that a meeting was held on July 19, 2012 to review the Library Bylaws.

G. 1<sup>st</sup> Reading: The Board reviewed the Library Bylaws as presented in Attachment D – 08/07/12 for possible approval at the September 4, 2012 Board Meeting.

H. Mrs. Semple, Personnel Committee Chair, stated that a meeting was held on July 19, 2012 to complete the annual *Employee Handbook* review.

I. Mrs. Semple moved that:

**THE BOARD APPROVE UPDATES TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT E – 08/07/12.**

After the following changes: To policy numbers 501 and 509 add an asterisk and the following wording, \* **Use the Person In Charge (PIC) list to determine the person to notify.**

Mrs. Semple moved that:

**THE BOARD APPROVE THE AMENDED UPDATES TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT E – 08/07/12.**

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

J. President Wright, Heritage Committee Chair, stated that a meeting was held on July 26, 2012 to discuss possible inductees for 2013. Following a discussion, three inductees were chosen from the twelve presented. It was also decided that the 2013 Volunteer Luncheon would be held on a Saturday. Also at this meeting, Mrs. Semple presented an update on her History Project. The next meeting will be held on September 27, 2012.

K. In the absence of Mrs. Pauly, Development Committee Chair, no report was given. A tentative date of October 25, 2012 was suggested for the next meeting.

L. 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 8:32 P.M.

\_\_\_\_\_ Date \_\_\_\_\_  
Marsha Kremer, Secretary  
Rolling Meadows Library Board