

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
March 5, 2013

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:00 P.M.

Present were: Horn, Kremer, Pauly, Semple, Threadgill, Webb, and Wright.

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

Absent was: Cavi.

II.

Mrs. Semple moved that:

THE SECRETARY'S MINUTES DATED FEBRUARY 5, 2013 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.

Mrs. Montague, Special Services Director, stated that a Friends' meeting was held on February 12, 2013. The price of paperbacks will increase to \$2.00 and the Book Store is doing well. The Spring Book Sale will be held March 14 - March 17, 2013.

V.

The Educational Presentation: The Impact of Electronic Materials on Library Circulation was deferred to a future meeting.

VI.

President Wright reviewed the 2013 Educational Presentations and also noted the Board invitations to the Volunteer Luncheon, which will be held on Saturday, April 6, 2013.

VII.

Mr. Ruff, Executive Director, noted that February usage statistics were down, possibly due to the recent bad weather. Mrs. Khipple reported that Dr. Seuss Day was well attended with guest readers doing a very nice job. Mr. Ruff reported that there is a new City Councilwoman, Laura Majikes. He thanked the Building Services Department for keeping the walks and parking lots clear of snow. Mr. Ruff stated that the contract for the elevator door restrictor had been signed and that the price has been reduced to \$1,280. Mr. Ruff also commented that the Library System Certification has been completed.

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 MARCH 5, 2013 IN THE AMOUNT OF \$253,778.69 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 February 19, 2013 to discuss the elevator door restrictor, concrete in the Mary Hart Garden, parking lot resurfacing and new furniture. A meeting will be held before the April Board meeting.
- D. Mrs. Kremer, Bylaws Committee Chair, stated that a meeting was held on February 21, 2013 to complete the annual Bylaws review. The next meeting is scheduled on March 21, 2013.
- E. Mrs. Kremer presented Library Bylaws, Attachment C – 03/05/13, for the first reading.
- F. Mrs. Semple, Personnel Committee Chair, stated that a meeting was held on February 21, 2013 to organize the annual salary classification and Employee Handbook review. The next meeting is scheduled on March 21, 2013.
- G. President Wright, Heritage Committee Chair, reported that no meeting was held but one is scheduled on April 11, 2013.
- H. Mrs. Pauly, Development Committee Chair, stated that no meeting was held but one is scheduled on March 14, 2013 to review Mr. Ruff's goals and begin working on the Annual Board Survey.

- I. Mrs. Webb moved that:

THE BOARD ENTER 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 D – 03/05/13.

- J. The Board returned to Open Session at 7:39 P.M.

- K. Mrs. Semple moved that:

THE CLOSED MINUTES RECOMMENDED FOR RELEASE 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.

- L. Mrs. Threadgill moved that:

THE LIBRARY SHALL DESTROY ALL VERBATIM RECORDS AND TAPES OF CLOSED SESSION MEETINGS MORE THAN 18 MONTHS OLD AS ALLOWED AND IN ACCORDANCE WITH THE PROCEDURES DESCRIBED IN 5 ILCS 120/2.06.

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

- M. Mrs. Threadgill moved that:

THE BOARD ENTER INTO CLOSED SESSION UNDER 5 ILCS 120/2(C)(1) TO DISCUSS THE EXECUTIVE DIRECTOR'S ANNUAL COMPENSATION FOR 2013 AS CONTAINED IN CLOSED ATTACHMENT E – 02/05/13 (included in the February Board Packet).

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

- N. The Board returned to Open Session at 8:00 P.M.

- O. Mrs. Webb moved that:

THE EXECUTIVE DIRECTOR'S SALARY BE INCREASED BY 2.14%, RETROACTIVE TO JANUARY 1, 2013.

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

P. Other New Business:

No additional items were discussed under Other New Business.

X.

Mrs. Horn moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved. The meeting adjourned at 8:03 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____