

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
November 5, 2013

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, Pauly, Semple, Threadgill, Webb, and Wright.

Also present were David Ruff, Library Executive Director; Mary Constance Back, Readers' Services Director; Jennifer Collette, Reference Services Director; Sabri Kecici, Building Services Director; Lucia Khipple, Library Assistant Director and Youth Services Director; Sharon Montague, Special Services Director; Steve Rossi, Technical Services Director; Jack Rossiter-Munley, Library Associate; Mary Sebel, Circulation Services Director; Jim Larsen, 7th Ward Alderman and City/Library Liaison; and Pat Gottschlich, Administrative Services Coordinator.

Absent were: Erturk and Horn.

II.

Mrs. Threadgill moved that:

THE SECRETARY'S MINUTES DATED OCTOBER 1, 2013 BE APPROVED AS AMENDED WITH THE FOLLOWING CHANGE:

Section V. Educational Presentation, add Mrs. Semple to the list of those reporting on Library Visits.

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

Mrs. Semple moved that:

THE REVISED SECRETARY'S CLOSED MINUTES DATED OCTOBER 1, 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, reported that the Friends' next meeting will be a Holiday Party on December 10, 2013. The Fall Book Sale will be held November 14 - 17, 2013. The annual Christmas Village Display Case will be set up in early December. On a sad note, Mrs. Montague reported that Dorothy Golz, a long-time Friend, passed away in October.

V.

The Educational Presentation: Science & Math Focused Programming in Youth Services was presented by Youth Services Library Associate Jack Rossiter-Munley. Programs discussed included Introduction to Chess, the Chess Club, hands on computer programming for children, and Summer Science Mondays,

VI.

President Wright passed around a thank you card from an employee honored at the Staff Awards program.

VII.

Mr. Ruff reported on the Burnham and Ryerson Library Tour. Statistics for Internet Usage for the year may not be included 2014 printed statistics due to the increased use of Wi-Fi. Mr. Ruff stated new tables for patrons have been delivered for use in the Reference Department and the outside Book Return is proving a success. Mr. Ruff discussed a newspaper article about the use of Internet Filters and noted the dates of the remaining budget presentations at City Council meetings on November 12, November 26, and December 3, 2013.

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 NOVEMBER 1, 2013 IN THE AMOUNT OF \$311,623.89 BE APPROVED FOR PAYMENT.

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

- C. Mrs. Threadgill, Planning Committee Chair, stated that no meeting was held and none is planned.
- D. Mrs. Kremer, Bylaws Committee Chair, stated that no meeting was held and none is scheduled.
- E. Mrs. Semple, Personnel Committee Chair, reported that a meeting was held on October 28, 2013 to discuss Library options due to Healthcare requirements. No new meeting is scheduled.
- F. Mrs. Semple moved that:

THE BOARD APPROVE THE CHANGE TO SECTION 201 OF THE EMPLOYEE HANDBOOK, EMPLOYMENT CATEGORIES, TO DEFINE PART-TIME EMPLOYMENT AS A COMBINATION OF NORMAL WEEKLY HOURS AND SUNDAY HOURS NOT TO EXCEED 28, AS PRESENTED IN ATTACHMENT C 11-05-2013.

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

- G. President Wright, Heritage Committee Chair, stated that no meeting was held and none is scheduled.
- H. Mrs. Pauly, Development Committee Chair, stated that no meeting was held and none is scheduled.
- I. Other New Business:

Ms. Gottschlich invited those in attendance to participate in the Library Staff Holiday Tables celebration to be set up in December.

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 7:49 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____