

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
December 4, 2012

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: Pauly, Sanchez, Semple, Threadgill, and Webb.

Also present were Lucia Khipple, Library Assistant Director and Youth Services Director; Joyce Schweda, Technical Services Director; Mary Constance Back, Readers' Services Director; Jennifer Collette, Reference Services Director; Sharon Montague, Special Services Director; Pat Gottschlich, Administrative Services Coordinator.

Absent were: Cavi, Kremer, and Swenson, Ruff (Attending City Budget Hearing).

II.

Mr. Sanchez moved that:

**THE SECRETARY'S MINUTES DATED NOVEMBER 6, 2012 BE APPROVED AS SUBMITTED.**

After the following corrections:

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, Mrs. Montague reported on the Friends' Fall Book Sale. Mrs. Montague reported that the Teachers' Sale, held on November 14, 2012, was very well received. The Friends' Holiday Party will be held on December 11, 2012.

V.

The Educational Presentation, Holiday and Cultural Materials Available at the Library, presented by Mrs. Collette, Reference Services, Mrs. Back, Readers' Services, and Mrs. Khipple, Youth Services explained the variety of items available in each of their respective departments.

VI.

President Wright reminded those Trustees who have not yet completed the Open Meetings Act Training of the approaching deadline. President Wright reviewed the invitation to the Library Staff Holiday Tables to be set up on each of the first three Wednesdays in December.

VII.

In the absence of Mr. Ruff, Executive Director, Assistant Director Mrs. Khipple reported that there was an increase in Program Attendance and a slight decrease in the Circulation.

VIII.

Following a question regarding speed bump removal, there was no additional 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 30, 2012 IN THE AMOUNT OF \$352,813.98 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 no meeting was held and none is scheduled.
- D. In the absence of Mrs. Kremer, Bylaws Committee Chair, Mrs. Semple stated that no meeting was held and none is scheduled.
- E. Mrs. Semple, Personnel Committee Chair, said that no meeting was held and none is scheduled.
- F. President Wright, Heritage Committee Chair, said that no meeting was held but a meeting is scheduled in January 2013.
- G. Mrs. Pauly, Development Committee Chair, said that no meeting was held and none is scheduled.
- H. Other New Business:

Mr. Sanchez had a question regarding allocation of end of year expenses. Mrs. Webb explained the procedure used each year. Mr. Sanchez also announced that because his work requires him to move from Rolling Meadows, he will be resigning from the Board following the January 2013 Board meeting. Mr. Sanchez will continue to serve as a Planning Committee member.

No additional items were discussed under Other New Business.

X.

Mrs. Threadgill moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved. The meeting adjourned at 7:35 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_