

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
June 4, 2013

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:09 P.M.

Present were: Cavi, 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; Jim Larsen, 7th Ward Alderman and City/Library Liaison; Julie Tang, Financial Services Coordinator; Melissa Gallagher, City of Rolling Meadows Finance Director; and Pat Gottschlich, Administrative Services Coordinator.

Absent was: Erturk.

II.

Mrs. Threadgill moved that:

THE SECRETARY'S MINUTES DATED MAY 7, 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 marched in the City's Memorial Day Parade. The next Friends Book Sale is scheduled beginning July 18 through July 21, 2013.

V.

Melissa Gallagher, City of Rolling Meadows Finance Director, presented An Overview of the City Chargeback for Administrative Services.

VI.

President Wright extended congratulations and thanks for 46 years of service to Joyce Schweda, retiring Director of Technical Services. Mrs. Schweda will continue to serve on the Heritage Committee.

VII.

Mr. Ruff, Executive Director, discussed the statistics report. Visits, Circulation, and Questions Asked are trending up. Program Attendance numbers are improving, while Internet Session numbers have declined, probably due to the wireless access now available in the Library. Core Activities, the compilation of the above five statistics, are doing nicely. The State has approved funding of the Per Capita and Equalization Grant programs. Mr. Ruff distributed a patron's letter thanking the Library for excellent service. Mr. Ruff also thanked Mrs. Schweda for her service.

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 MAY 31, 2013 IN THE AMOUNT OF \$341,209.26 BE APPROVED FOR PAYMENT.

Following the opportunity for discussion, the question was called. The motion carried.

C. Mrs. Threadgill, Planning Committee Chair, reported that a meeting was held on May 29, 2013. Items discussed included a correction to a Library dedication plaque created in 1968, repairs to be made to a light pole in the parking lot, information gathering regarding repairs to the Mary Hart Garden bench concrete base, a possible upgrade to the Integrated Library System server in 2014, and paving recommendations for the parking lots.

D. Mrs. Kremer, Bylaws Committee Chair, stated that no meeting was held and none is scheduled. The blue folders contained updated Library Policy copies (minus the Purchasing Policy). Mrs. Kremer invited Mr. Ruff to present a review of the new Purchasing Policy pages.

E. Mrs. Kremer moved that:

THE BOARD APPROVE PROPOSED UPDATES TO THE LIBRARY PURCHASING POLICY AS PRESENTED IN ATTACHMENT C – 06-04-13.

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

F. Mrs. Semple, Personnel Committee Chair, stated that no meeting was held. The next meeting is scheduled on June 6, 2013 to continue the Handbook Review.

- G. President Wright, Heritage Committee Chair, stated that no meeting was held. The next meeting will be held sometime in September 2013.
- H. Mrs. Pauly, Development Committee Chair, stated that no meeting was held and none is scheduled.
- I. Mrs. Semple, Nominating Subcommittee of the Development Committee, reviewed the Officer Nomination and Election Process. Nomination forms and descriptions of officer duties were distributed. Nomination forms are due by June 21, 2013.
- J. Mrs. Pauly moved that:

THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(8) AND (11) TO DISCUSS SECURITY PROCEDURES AND LITIGATION OR LEGAL ACTION WHICH MAY AFFECT THE LIBRARY.

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

The Board entered into Closed Executive Session at 8:08 P.M.

The Board returned to Open Session at 8:21 P.M.

- K. Mrs. Pauly moved that:

THE BOARD BAN THE PATRON(S) DISCUSSED IN ITEM “J” FROM ALL LIBRARY PROPERTY.

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

Other New Business:

No 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 8:24 P.M.

 Marsha Kremer, Secretary
 Rolling Meadows Library Board

Date _____