

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
April 2, 2013

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:04 P.M.

Present were: Cavi, Kremer, Pauly, Semple, Webb, and Wright.

Also present were David Ruff, Library Executive Director; Lucia Khipple, Library Assistant Director and Youth Services Director; Joyce Schweda, Technical Services Director; Mary Constance Back, Readers' Services Director; Mary Sebela, Circulation Services Director; Jennifer Collette, Reference Services Director; Jim Larsen, 7th Ward Alderman and City/Library Liaison; Judy Walther, CPA, McClure, Inserra & Company; and Pat Gottschlich, Administrative Services Coordinator.

Absent were: Horn and Threadgill.

II.

Mrs. Webb moved that:

THE SECRETARY'S MINUTES DATED MARCH 5, 2013 BE APPROVED AS SUBMITTED.

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

Mrs. Semple moved that:

THE SECRETARY'S CLOSED MINUTES - PART 1 DATED MARCH 5, 2013 BE APPROVED AS SUBMITTED.

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

Mrs. Pauly moved that:

THE SECRETARY'S CLOSED MINUTES - PART 2 DATED MARCH 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.

In a deviation from the agenda, Item V. was presented at this point.

V.

Mr. Ruff introduced Judy Walther, CPA with McClure, Inserra, and Company, to present an overview of the FY2012 Library Financial audit.

IV.

In the absence of Mrs. Montague, Special Services Director, Mrs. Webb reported that the recent Spring Book Sale was a success and that sales were about average when compared to other sales. The Friends will have the final sales figures at their next meeting.

VI.

President Wright reviewed the 2013 Educational Presentations and then read the letter from the Secretary of State awarding the Library Per Capita Grant funds in the amount of \$24,765.34. President Wright reminded those in attendance of the Volunteer Luncheon on Saturday, April 6, 2013. Cook County Statements of Economic Interest have been received by most of the Board members and President Wright noted the May 1, 2013 deadline for completion.

VII.

Mr. Ruff, Executive Director, reported that statistics have not been compiled due to the end of the month falling so close to the Board meeting. Mr. Ruff stated that an "Environmental Scan" is a Per Capita Grant requirement for Board members and information will be presented when it is received.

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 29, 2013 IN THE AMOUNT OF \$266,409.43
BE APPROVED FOR PAYMENT.**

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

- C. In the absence of Mrs. Threadgill, Planning Committee Chair, Mr. Ruff reported that the Committee will do a “walk around” in April to review paving, air conditioning, and fencing issues. Mr. Cavi stated that the interlocks were installed on the elevator. Mr. Ruff stated that we are working with the City and insurance company to repair a dented parking lot light pole, which was recently hit by a vehicle. Mr. Ruff reported that a meeting was held with Diane Lewin, an Innovative Interfaces representative, regarding a software update to the Library’s computerized catalog. Mr. Ruff discussed the soft seating vendor bids and presented pictures of the chairs for comparison.

Mrs. Montague and Mr. Kecici entered the meeting at 7:35 P.M.

- D. Mrs. Webb moved that:

THE BOARD ACCEPT THE BID FOR THE PURCHASE OF MAIN FLOOR SOFT SEATING FROM THE KI COMPANY, NOT TO EXCEED \$10,000, AS PRESENTED IN ATTACHMENT C – 4/02/13.

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

- E. Mrs. Kremer, Bylaws Committee Chair, stated that a meeting was held on March 21, 2013 to discuss the review of the Library Policies.

- F. Mr. Cavi moved that:

THE BOARD APPROVE PROPOSED UPDATES TO THE LIBRARY BYLAWS (1ST READING : MARCH 5, 2013 LIBRARY BOARD MEETING) AS PRESENTED IN ATTACHMENT D – 04/02/13.

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

- G. Mrs. Semple, Personnel Committee Chair, said a meeting was held on March 21, 2013 to review the Library Salary Schedule. A meeting is scheduled on April 18, 2013 to begin the annual Employee Handbook review.

- H. Mrs. Semple moved that:

THE BOARD APPROVE CHANGES TO THE LIBRARY’S SALARY RANGE SCHEDULE AS PRESENTED IN ATTACHMENT E – 04/02/13.

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

- I. President Wright, Heritage Committee Chair, reported that no meeting was held but one is scheduled on April 11, 2013.
- J. Mrs. Pauly, Development Committee Chair, said a meeting was held on March 14, 2013 to develop the annual Board Survey, included in the blue folders and due April 17, 2013. The Committee also discussed the Executive Director's 2012 performance and 2013 goals. The next meeting is scheduled on April 29, 2013.
- K. Mrs. Pauly moved that:

THE BOARD ENTER INTO CLOSED EXECUTIVE SESSION UNDER 5 ILCS 120/2(C)(1) TO DISCUSS THE EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE REVIEW AND GOALS FOR 2013 AS CONTAINED IN CLOSED ATTACHMENT F – 04/02/13.

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

Following a 5 minute recess, the Board entered into Closed Executive Session at 8:02 P.M.

The Board returned to Open Session at 8:28 P.M.

Mrs. Semple moved that:

PRESIDENT WRIGHT EXPRESS TO MR. RUFF THE BOARD'S VIEWS AND SATISFACTION WITH MR. RUFF'S PERFORMANCE REVIEW AND GOALS.

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

- L. Other New Business:

President Wright discussed the search for a new board member to fill the vacant position.

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 8:31 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____