

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
September 3, 2013

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:03 P.M.

Present were: Cavi, Erturk, Horn, 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; Mary Sebela, Circulation Services Director; Jim Larsen, 7th Ward Alderman and City/Library Liaison; and Pat Gottschlich, Administrative Services Coordinator.

II.

Mrs. Semple moved that:

THE SECRETARY'S MINUTES DATED AUGUST 6, 2013 BE APPROVED AS AMENDED BY DELETING REPEATED WORDING, "MOVED THAT", IN SECTION X.

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' met on August 13, 2013 and scheduled the next meeting in October. The Friends' Book Shop continues to do well and the Summer Book Sale was successful. The Fall Book Sale will be held beginning November 14, 2013.

V.

David Ruff, Library Director, presented an "Overview of 2014 Budget Challenges & Opportunities". Mr. Ruff discussed budget line items such as projected pay rates, liability and health insurance, City service fees, building improvements, capital projects, library materials, and an upgrade to the card catalog server. The information discussed assumes a 1% - 2% levy increase for fiscal year 2014. Mr. Ruff will present a detailed budget at the October Board Meeting.

VI.

President Wright reminded those in attendance of the September 18, 2013 Staff Service Awards ceremony and the October 8, 2013 trip to the Burnham and Ryerson Libraries at the Art Institute. President Wright also read a letter from a retired patron who was very complimentary to the Rolling Meadows Library, Staff, and Board.

VII.

Mr. Ruff, Executive Director, thanked those responsible for the planning and completion of repairs to the Mary Hart Garden. Mr. Ruff noted that an area in Youth Services will need patching and re-carpeting due to an uneven floor surface. In addition, Mr. Ruff said that the janitorial contractor will now complete its work from 7am – 9am rather than after the library closes at night.

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 AUGUST 30, 2013 IN THE AMOUNT OF \$243,639.32 BE APPROVED FOR PAYMENT.

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

- C. Mrs. Webb moved that:

THE BOARD APPROVE THE LIBRARY'S ANNUAL PER CAPITA GRANT APPLICATION AS PRESENTED IN ATTACHMENT C – 09/03/13, AS AMENDED.

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

- D. Mrs. Threadgill, Planning Committee Chair, stated that a meeting was held on August 28, 2013 to discuss outside book return bids, parking lot paving bids, and the removal of three damaged trees on the property. No future meeting is planned.
- E. Mr. Ruff and those in attendance discussed ideas to lessen the potential impact of the Wal-Mart Market building plans to Library Road and the library parking lot.

F. Mrs. Threadgill moved that:

THE BOARD ACCEPT THE BID FOR AN OUTSIDE BOOK RETURN FROM KINGSLEY IN AN AMOUNT NOT TO EXCEED \$7,500.00, AS PRESENTED IN ATTACHMENT D – 09/03/13.

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

G. Mrs. Threadgill moved that:

THE BOARD ACCEPT THE PAVING BID FROM JSI TO REPAVE AND STRIPE THE EAST PARKING LOT AND ROUT AND CRACK FILL PORTIONS OF THE SOUTH DRIVE IN FRONT OF THE LIBRARY NOT TO EXCEED \$18,000.00, AS PRESENTED IN ATTACHMENT E – 09/03/13.

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

H. Mrs. Threadgill moved that:

THE BOARD AGREE TO HAVE MARIO’S TREE SERVICE REMOVE THREE TREES ON LIBRARY PROPERTY, TWO OF WHICH ARE INFECTED BY THE EMERALD ASH BORER, IN ADDITION TO TRIMMING TWO LOCUST TREES IN AN AMOUNT NOT TO EXCEED \$1,500.00.

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

I. Mrs. Kremer, Bylaws Committee Chair, stated that no meeting was held and none is planned. Mrs. Kremer noted that the Social Media Policy is included in the blue folders.

J. Mrs. Semple, Personnel Committee Chair, stated that no meeting was held and none is planned.

K. President Wright, Heritage Committee Chair, stated that no meeting was held but one is scheduled on September 19, 2013 at 10:05 A.M.

L. Mrs. Pauly, Development Committee Chair, stated that no meeting was held but one is scheduled on September 19, 2013 at 9:05 A.M.

M. Mrs. Semple 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 F – 09/03/13.

The Board entered into Closed Executive Session at 8:50 P.M.

- N. The Board returned to Open Session at 8:52 P.M.
- O. Mrs. Semple moved that:

THE CLOSED MINUTES RECOMMENDED FOR RELEASE IN CLOSED ATTACHMENT F – 09/03/13 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.

- P. Other New Business:

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 8:53 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____