

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
August 6, 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; Dan Mauller, Youth Services Program Coordinator; 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.

President Wright welcomed Mary Erturk, our new Library Board Trustee, with introductions made by all those present.

II.

Mrs. Threadgill moved that:

THE SECRETARY'S MINUTES DATED JULY 2, 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 on the successful Summer Book Sale and noted that the next Friends' meeting will be held on August 13, 2013. The Friends Fall Book Sale is scheduled beginning November 14, 2013.

V.

David Ruff, Library Director, introduced Dan Mauller, Youth Services Program Coordinator, who presented an overview of Youth Services Programming: Inside the Explorers Club. The Explorers Club is Mr. Mauller's very successful original program making children aware of materials in the library dealing with other countries and cultures.

VI.

President Wright reported that Merton Staley, a former Board Member and longtime library supporter, recently passed away. President Wright then reviewed the Educational Presentation Calendar and stated that the trip to visit the Burnham and Ryerson Libraries at the Art Institute has been scheduled on Tuesday, October 8, 2013.

VII.

Mr. Ruff, Executive Director, reviewed the statistical report. Visits, Core Activity, and Questions Asked are trending up. Circulation and Internet Sessions are trending down this month. Program Attendance is down slightly. Mr. Ruff noted that E-book circulation has increased to 900 per month. Mr. Ruff also noted the increased sales at the Friends' Book Store. Mrs. Webb noted a price increase on new paperbacks. Due to problems with our old e-mail system, Mrs. Khipple and Mr. Mike Mraz have switched Library e-mail to the g-mail system. The switchover went smoothly with any problems being handled as they occur.

VIII.

There was no Unfinished Business

IX.

- A. Mrs. Webb, Finance Committee Chair, stated that the Committee met today to review income and expenses. Mr. Ruff explained the General Fund and Designated Fund entries in answer to questions regarding new line items added to the financial reports.
- B. Mrs. Webb moved that:

**ACCOUNTS PAYABLE DATED AUGUST 2, 2013 IN THE AMOUNT OF \$226,859.50
BE APPROVED FOR PAYMENT.**

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

- C. Mr. Ruff presented an overview of Fiscal 2014 Budget Variables. Mr. Ruff explained the use of 3 services to predict the inflation rate for next year. In addition, Mr. Ruff talked about the library levy which, based on appropriate budget planning, takes into consideration a deflationary or inflationary cycle based on the CPI.
- D. Mrs. Threadgill, Planning Committee Chair, stated that no meeting was held, but one is scheduled on August 28, 2013. Mrs. Threadgill discussed the repair of the concrete bench base in the Mary Hart Garden and stated that the first company which expressed interest in making the repairs proved to be a no-show. Another company was contacted which will do the repair and guarantee the work done. The next item, the repair or replacement of the 1967 Commemorative

Plaque, which shows an incorrect middle initial of a former mayor's name, was reviewed by Sharon Montague. Mrs. Montague contacted seven companies and all agreed the plaque should be replaced, not repaired. Mrs. Montague then contacted Rolling Meadows Public Works for a local vendor name. Of the six vendor bids, the local vendor was the lowest figure.

E. Mrs. Threadgill moved that:

THE BOARD ACCEPT THE RECOMMENDATION OF ALLEN AWARD/A1 TROPHIES, INC. FOR THE JOB OF REPLACING THE 1967 COMMEMORATIVE PLAQUE FOR AN AMOUNT NOT TO EXCEED \$700.00, PENDING ANY ADDITIONAL CORRECTIONS.

Following the opportunity for discussion, the question was called. The motion carried on a roll call vote of 7 YES and 1 NO vote.

F. Mrs. Threadgill and Mr. Ruff reported on the potential impact of the Wal-Mart Market proposal to build on land adjacent to the Library. Mr. Ruff discussed the size of the development, parking issues, and traffic patterns.

G. Mrs. Kremer, Bylaws Committee Chair, stated that a meeting was held on July 24, 2013 to discuss the Social Media Policy.

H. Mrs. Kremer moved that:

THE BOARD APPROVE THE LIBRARY'S SOCIAL MEDIA POLICY AS PRESENTED IN ATTACHMENT C – 08-06-13.

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

I. Mrs. Semple, Personnel Committee Chair, stated that a meeting was held on July 24, 2013 to complete the Employee Handbook Review. No new meeting is scheduled.

J. Mrs. Semple moved that:

THE BOARD APPROVE UPDATES TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT D - 08-06-13, AS CORRECTED.

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

K. President Wright, Heritage Committee Chair, stated that no meeting was held but one is scheduled on September 12, 2013.

L. Mrs. Pauly, Development Committee Chair, stated that no meeting was held but one will be scheduled later in the year to discuss the 2014 Educational Presentations.

M. Other New Business:

No additional items were discussed under Other New Business.

X.

Mrs. Semple moved that moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved. The meeting adjourned at 9:03 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____