

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
July 1, 2014

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: Arroyo, Cavi, Erturk, Horn, Kremer, Semple, Threadgill, Webb and Wright.

Also present were David Ruff, Library Executive Director; Mary Constance Back, Readers' Services Director; Sabri Kecici, Building Services Director; Lucia Khipple, Library Assistant Director and Youth Services Director; Jim Larsen, 7<sup>th</sup> Ward Alderman and City/Library Liaison; Sharon Montague, Special Services Director; Steve Rossi, Technical Services Director; Mary Sebela, Circulation Services Director; and Pat Gottschlich, Administrative Services Coordinator

II.

Ms. Webb moved that:

**THE SECRETARY'S MINUTES DATED JUNE 3, 2014 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.

Ms. Montague, Special Services Director, reported that the Friends marched in the 4<sup>th</sup> of July Parade and participated in the City's Farmers and Food Trucks. The next Book Sale will be held July 17 – July 20, 2014, and participants in the Youth Services Summer Reading Program will receive a free book coupon for use at the sale. Friends' President, Ms. Worth, has asked for volunteers to pass out book coupons at the next parade; perhaps teenagers needing service credit.

V.

The Educational Presentations, Discussion of Library Visits and Core Library Service Examples from Other Countries were deferred. Mr. Ruff noted why the Wisconsin libraries were chosen for visits this year.

VI.

President Wright reviewed the 2014 Educational Presentations and updated the Board Calendar.

VII.

Mr. Ruff stated that year-to-date usage statistics continue to improve following a drop earlier in the year due to harsh winter weather. Internet Sessions stabilized in June and there was a significant increase in WiFi usage. Mr. Ruff reported that there was no water damage in the Youth Services area from the recent heavy rains due to repairs made last month. Mr. Ruff noted the Per Capita Grant requirement to attend an "Edge Initiative" program from 1:00 – 3:00 P.M. on July 24<sup>th</sup>. Mr. Ruff then reported on the recent Freedom of Information Act request for 2008 – 2013 vendor bill information. Mr. Ruff also reported that the 1987 burglar alarm system has been repaired and may be upgraded. Part of a marketing idea, there are two new slat wall display units near the Community Room which will display items related to programs held in the room.

VIII.

There was no Unfinished Business.

IX.

- A. Ms. Webb, Finance Committee Chair, stated that the Committee met today to review income and expenses.
- B. Ms. Webb moved that:

**ACCOUNTS PAYABLE DATED JUNE 30, 2014 IN THE AMOUNT OF \$259,437.16 BE APPROVED FOR PAYMENT. DUE TO A CANCELLED \$200 PROGRAM REFUND, THE AMOUNT REQUESTED FOR APPROVAL IS \$200.00 LESS THAN THE NUMBER PRESENTED IN ATTACHMENT B-07/01/14.**

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

- C. Ms. Webb moved that:

**THE BOARD APPROVE THE TRANSFER OF FUNDS FROM THE GENERAL FUNDS TO THE CAPITAL RESERVE FUND, PER THE 2014 ANNUAL BUDGET AND FY2013 AUDIT REPORT, AS IDENTIFIED IN ATTACHMENT B - 07/01/2014.**

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

- D. Ms. Threadgill, Planning Committee Chair, stated that no meeting was held but one may be scheduled in July. Mr. Ruff presented a bid analysis of the U.S. Post Office proposal to establish a Village Post Office at the Library.

- E. Ms. Threadgill moved that:

**THE BOARD NOT CONTRACT WITH THE U.S. POSTAL SERVICE TO ESTABLISH A VILLAGE POST OFFICE AT ROLLING MEADOWS LIBRARY.**

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

- F. Ms. Kremer, Bylaws Committee Chair, stated that a meeting was held on June 19, 2014 to review the Library Policy Manual.

- G. Ms. Kremer moved that:

**THE BOARD APPROVE THE LIBRARY POLICY MANUAL AS PRESENTED (AND AMENDED) IN ATTACHMENT D – 07/01/14.**

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

- H. Mrs. Semple, Personnel Committee Chair, stated that a meeting was held on June 19, 2014 to complete the Salary Scale review and continue with the Employee Handbook review. The next meeting is scheduled at 9:15 on July 24, 2014.

- I. Ms. Semple moved that:

**THE BOARD APPROVE THE CHANGE TO THE LIBRARY ASSOCIATE SALARY SCALE MINIMUM AS PRESENTED IN ATTACHMENT E – 07/01/14.**

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

In a deviation from the agenda, Item M, Review of Board Evaluation Survey Results, was presented here.

- M. Ms. Kremer reviewed the results of the Annual Board Survey.

- J. President Wright, Heritage Committee Chair, stated that possible nominees for induction into the Legacy Project will be reviewed at the next meeting. No meeting date has been chosen.

- K. President Wright, Development Committee Chair, asked Ms. Semple to present the slate of candidates for the President, Vice President, Treasurer and Secretary Board Offices.

Ms. Semple announced Dick Wright, candidate for President, Jean Threadgill, candidate for Vice President, Peg Webb, candidate for Treasurer and Marsha Kremer, candidate for Secretary. Following Ms. Semple's three requests for nominations from the floor,

Ms. Erturk moved that:

**RECEIVING NO NOMINATIONS FROM THE FLOOR, NOMINATIONS BE CLOSED.**

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

L. Ms. Semple moved that:

**THE BOARD CAST A UNANIMOUS BALLOT TO ELECT DICK WRIGHT, JEAN THREADGILL, PEG WEBB, AND MARSHA KREMER FOR ONE YEAR IN THEIR RESPECTIVE OFFICES.**

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

N. Other New Business

No additional items were discussed under Other New Business.

X.

Ms. Webb moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved. The meeting adjourned at 8:58 P.M.

\_\_\_\_\_  
Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_