

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
NOVEMBER 4, 2014

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:02 P.M.

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

Also present were David Ruff, Library Executive Director; Mary Constance Back, Readers' Services Director; Robert Banger, Jr., 5th Ward Alderman and City/Library Liaison; Jennifer Collette, Reference Services Director; Sabri Kecici, Building Services Director; Lucia Khipple, Library Assistant Director and Youth Services Director; Sharon Montague, Special Services Director; Mary Sebela, Circulation Services Director; and Pat Gottschlich, Administrative Services Coordinator.

Absent was: Erturk.

II.

Ms. Threadgill moved that:

THE SECRETARY'S MINUTES DATED OCTOBER 7, 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, stated that the Friends' next meeting will be a Holiday Party on December 9, 2013. The Fall Book Sale will be held November 13 - 16, 2014. The annual Christmas Village Display Case will contain new items this year. Mr. Ruff noted the many positive patron comments received about the new furniture in the west area of the Library. Sharon Montague and Jennifer Collette worked on the furniture layout and the Friends provided over \$9,000.00 to purchase the furniture.

V.

Mr. Ruff, Library Executive Director, introduced Ms. Khipple, Assistant Library Director and Youth Services Director, to begin the Educational Presentation: Youth Services Book Review Blog. Ms. Khipple distributed handouts and discussed the blog “Our Favorite Things”. In addition, Ms. Khipple attended a recent Technology Boot Camp for parents and distributed information regarding social media and security from the program.

VI.

President Wright did not present a Board President’s Report but did review Attachment A, the remaining 2014 Board Educational Presentations.

VII.

Mr. Ruff reviewed statistics. Mr. Ruff introduced Mary Constance Back, Readers’ Services Director, to comment on the recent Book Lovers Luncheon. Many positive comments have been received following the book discussion, lunch, and raffles. Mr. Ruff then asked Mr. Banger to provide an update on the townhome project to be built by Lexington Homes on the land adjacent to the Library Staff parking lot.

VIII.

There was no Unfinished Business.

IX.

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

ACCOUNTS PAYABLE DATED OCTOBER 31, 2014 IN THE AMOUNT OF \$361,727.99 BE APPROVED FOR PAYMENT.

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

- C. Ms. Threadgill, Planning Committee Chair, stated that no meeting was held. Mr. Ruff stated that an engineer from Christopher Burke Engineering prepared a contract for services after evaluating the work needed to replace the heating and air conditioning systems and to aid in preparing the Request for Proposal. Mr. Ruff reported that Attorney Jim Lennon reviewed the contract on behalf of the Library.
- D. Ms. Threadgill moved that:

THE BOARD HIRE THE FIRM OF CHRISTOPHER BURKE ENGINEERING, LTD. OF ROSEMONT, ILLINOIS TO WRITE THE REQUEST FOR PROPOSAL AND PROVIDE PROJECT MANAGEMENT FOR THE REPLACEMENT OF CHILLERS FOR THE LIBRARY'S HVAC SYSTEM FOR \$15,100 WITH A POSSIBLE 10% VARIANCE FOR ADDITIONAL CHARGES.

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

- E. Ms. Kremer, Bylaws Committee Chair, stated that no meeting was held but one is planned on November 21, 2014 at 10:00 a.m. to develop a collection development policy for electronic educational games.
- F. Ms. Semple, Personnel Committee Chair, stated that no meeting was held and none is scheduled.
- G. President Wright, Heritage Committee Chair, stated that there was no meeting held and none is scheduled.
- H. Ms. Horn, Development Committee Chair, stated the no meeting was held and none is scheduled.
- I. Other New Business

No additional items were discussed under Other New Business.

X.

Ms. Threadgill moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved.

The meeting adjourned at 8:36 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____