

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
April 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: Cavi, Erturk, Horn, Kremer, 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; Jim Larsen, 7th Ward Alderman and City/Library Liaison; Steve Rossi, Technical Services Director; and Pat Gottschlich, Administrative Services Coordinator.

Absent was: Semple

II.

Ms. Webb moved that:

THE SECRETARY'S MINUTES DATED MARCH 4, 2014 BE APPROVED AS SUBMITTED.

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

Ms. Threadgill moved that:

THE SECRETARY'S CLOSED MINUTES DATED MARCH 4, 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.

In the absence of Ms. Montague, Ms. Webb reported that Spring Book Sale was very successful. The next Friends of the Library meeting is scheduled on April 8, 2014.

V.

Mr. Ruff provided this year's Per Capita Grant requirements, including the Edge Initiative.

VI.

President Wright reviewed the 2014 Educational Presentations and noted that the Volunteer Luncheon invitations are included in folders. The luncheon will be held on Friday April 25, 2014, 12:30 – 2:30 P.M. President Wright also reviewed the Cook County Statement of Economic Interest which Board Members receive annually. President Wright and Mr. Ruff met with members of The Eclectic Full Contact Theater regarding possible programming here at the Library.

VII.

Mr. Ruff reported that March statistics improved, but the numbers lost to the bad winter weather may be hard to make up. The Postal Service conducted a site visit in conjunction with the Library's bid to offer Village Post Office services. Negotiations are ongoing and may take another six weeks to complete. Reference has been busy helping patrons print tax forms. A packet of additional usage statistics will be presented next month. Mr. Ruff stated that the Library Visit packets will be ready soon.

VIII.

There was no Unfinished Business.

IX.

- A. Ms. Webb, Finance Committee Chair, stated that the Committee met today to review income and expenses and noted that an audit overview will be presented next month. Mr. Ruff discussed new rules regarding revenue recognition.
- B. Ms. Webb moved that:

ACCOUNTS PAYABLE DATED MARCH 28, 2014 IN THE AMOUNT OF \$264,824.66 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 Ms. Threadgill and Mr. Cavi met with Mr. Ruff to discuss a water leakage problem. Following an explanation of the sump pump and tile system, it was decided to table Item C – 4/01/14, Bids to Repair the Foundation of the Library in the Youth Services Department. No new meeting date has been set.

- E. Ms. Kremer, Bylaws Committee Chair, stated that no meeting was held, but one is scheduled at 9:15 A.M. on April 10, 2014 to begin the Policy review.
- F. Ms. Kremer presented updated Library Bylaws for the 2nd Board reading.

Ms. Kremer moved that:

THE BOARD APPROVE PROPOSED UPDATES TO THE LIBRARY BYLAWS, AS AMENDED, AS PRESENTED IN ATTACHMENT D – 04/01/14.

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

- G. In the absence of Ms. Semple, Personnel Committee Chair, Ms. Horn stated that the next meeting is scheduled at 9:15 A.M. on April 17, 2014 to begin the annual Salary Classification Review.
- H. President Wright, Heritage Committee Chair, announced that the Volunteer Luncheon will be held at 12:30 P.M. on April 25, 2014. No additional meeting is scheduled.
- I. President Wright stated that a Development Committee meeting was held on March 19, 2014 to develop the annual Board Survey. President Wright encouraged that all surveys be completed and returned.

Ms. Kremer moved that:

IN A DEVIATION FROM THE AGENDA ITEM “N” BE MOVED TO THIS POINT.

- J. Ms. Erturk moved that:

THE BOARD ENTER INTO CLOSED EXECUTIVE SESSION UNDER 5 ILCS 120/2(C)(8), (9), & (11) TO DISCUSS SECURITY PROCEDURES, PATRON DISCIPLINARY CASES, AND LITIGATION OR LEGAL ACTION WHICH MAY AFFECT THE LIBRARY, AS PRESENTED IN CLOSED ATTACHMENT L – 04/01/14.

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

- K. The Board returned to Open Session at 8:31 P.M.

- L. Mr. Cavi 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 2014, AS PRESENTED IN
CLOSED ATTACHMENT E – 04/01/14.**

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

- M. The Board returned to Open Session at 8:46 P.M.
- O. 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 9:00 P.M.

_____ Date _____
Marsha Kremer, Secretary
Rolling Meadows Library Board