

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
August 5, 2014

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:10 P.M. following President Wright's farewell and thank you to Mr. Larsen on this his last Library Board Meeting. Mr. Larsen left the meeting at 7:12 P.M.

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

Also present were David Ruff, Library Executive Director; Mary Constance Back, Readers' Services Director; Jennifer Collette, Reference Services Director; Carrie De Moss, Readers' Services Library Associate; Sabri Kecici, Building Services Director; Lucia Khipple, Library Assistant Director and Youth Services Director; Jim Larsen, 7th Ward Alderman and City/Library Liaison; Sharon Montague, Special Services Director; Steve Rossi, Technical Services Director; and Mary Sebela, Circulation Services Director.

Absent were: Arroyo and Horn.

II.

Ms. Semple moved that:

THE SECRETARY'S MINUTES DATED JULY 1, 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' July Book Sale was very successful. Due to the number of book donations, the Friends plan to have a Teachers only pre-sale as part of the September Book Sale. The Friends will also have a table at the remaining Rolling Meadows Farmer's Market/Food Truck dates.

V.

Carrie De Moss, Readers' Services Library Associate, presented a PowerPoint overview of Library Homebound & Outreach Services, the Educational Presentation.

VI.

President Wright thanked Council Member Jim Larsen for serving as the City Council's Library Liaison. Mr. Larsen explained that he is moving from Rolling Meadows and can no longer serve on the Council. He expressed his admiration for the Library Board and wished everyone well.

President Wright reviewed the Board Calendar and 2014 Educational Presentation List. An updated Board/Staff Committee List, Attachment B - 08-05-14, was presented and reviewed.

VII.

Mr. Ruff asked Mr. Rossi and Ms. Collette to report on recent Library Staff changes in their departments. Mr. Ruff then noted the date and time of the Annual Staff Awards, scheduled at 1:30 P.M. on September 18, 2014. Mr. Ruff presented both pros and cons of HOOPLA, a for-profit audio visual streaming service. Mr. Ruff reviewed monthly statistics, and Ms. Khipple stated that the Youth Services Summer Reading Program figures will be presented at the September Board Meeting.

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 AUGUST 5, 2014 IN THE AMOUNT OF \$246,206.50 BE APPROVED FOR PAYMENT.

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

- C. Mr. Ruff presented an Overview of Fiscal 2015 Budget Variables. Line items discussed included Capital Projects, Payroll, Health Insurance, City Services, Improvements to the Building, Income and Expenses, and Capital Reserve Fund Rebuilding. The effect of a 2% inflation rate on a list of recurring expenses, i.e. carpeting and computer server replacement, through 2047, was presented and discussed. Additional FY2015 budget details will be presented at the September Board meeting.
- D. Ms. Threadgill, Planning Committee Chair, stated that a meeting was held on July 28, 2014 to discuss the recent repairs to the loading dock and receiving entry area. Mr. Kecici stated that pavers would be installed to improve the uneven Staff entry area.

The Committee also discussed the possibility of not using the perimeter heaters near exterior windows to see the effect on heating the building. The Committee viewed the replacement carpet in the water stained areas of Youth Services. Ms. Threadgill reviewed the list of paving bids for the upcoming parking lot repairs.

E. Ms. Threadgill moved that:

THE BOARD ACCEPT THE BID FROM RAPCO, AS LISTED IN ATTACHMENT D – 08/05/14, SUBJECT TO RECEIPT OF FAVORABLE REFERENCES, TO REPAVE AND STRIPE THE STAFF PARKING LOT, A PORTION OF THE EAST PARKING LOT, AND INSTALL TWO SPEED BUMPS IN THE WEST LOT AND IN FRONT OF THE LIBRARY.

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

F. Mr. Ruff presented an Overview of the Lexington Homes proposal to build townhouses on land adjacent to the Library.

G. Ms. Kremer, Bylaws Committee Chair, stated that no meeting was held and none is scheduled. Ms. Kremer noted that the updated Library Policy Manual was distributed and ready to file in binders.

H. Ms. Semple, Personnel Committee Chair, stated that a meeting was held on July 24, 2014 to complete the Employee Handbook review. No new meeting is scheduled.

I. Ms. Semple moved that:

THE BOARD APPROVE THE UPDATES TO THE EMPLOYEE HANDBOOK PAGES AS PRESENTED IN ATTACHMENT E – 08-05-14.

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

J. President Wright, Heritage Committee Chair, stated that no meeting was held and none is scheduled.

K. In the absence of Ms. Horn, Development Committee Chair, President Wright reported that no meeting was held and none is scheduled.

L. 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 9:10 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____