

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
NOVEMBER 1, 2016

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:00 P.M. The meeting began in the Community Room to accommodate this month's educational presentation.

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

Absent were: none

Also present were Library/City Council Liaison, Rob Banger, Mary Constance Back, Reader's Services Director; Jennifer Collette, Reference Services Director; Sabri Kecici, Maintenance Services Director; Lucia Khipple, Library Assistant Director and Youth Services Director; Sharon Montague, Special Services Director; Steve Rossi, Technical Services Director; Mary Sebela, Circulation Services Director; and David Ruff, Library Executive Director.

II.

Ms. Semple moved that:

THE SECRETARY'S MINUTES DATED OCTOBER 4, 2016 BE APPROVED.

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 member of the public was in attendance.

IV.

Ms. Montague and Ms. Vange stated that the next Friends Book Sale is scheduled for November 17 - 20, 2016.

V.

Mr. Ruff introduced the Educational Presentation: Overview Of Book Lover's Day Activities. A lively multi-media presentation was made by the Readers' Services Department. Presenters included: Readers' Services Director Mary Constance Back and Readers' Services staff: Anne Anderson, Annette Cooke, Carrie DeMoss, and Robin Schroeder. Staff and Board members having participated in Book Lovers' Day activities shared their positive comments.

VI.

President Wright directed everyone's attention to the upcoming educational presentations listed in Attachment A and moved the remainder of the meeting to the Board Room.

VII.

Mr. Ruff noted that because October just ended yesterday, the October usage statistics would be presented at the next Board Meeting. He noted that the Friends work area has been relocated from the Receiving Room to the area formerly occupied by movable shelving. The Friends seem happy with the additional space. A brief levy hearing update was provided. Mr. Ruff then gave an outline of the upcoming City Hall meetings involving the West Expansion Project. The next will be a presentation on December 6, 2016 to update the library's Special Use Permit. This presentation will be made by Mr. Ruff and library architect Carrie Matlock. Mr. Ruff will miss the December Board Meeting to make this presentation.

VIII.

There was no Unfinished Business.

IX.

New Business

- A. Ms. Webb, Finance Committee Chair, reported that the Committee met today to review this month's expenses.
- B. Ms. Webb moved that:

ACCOUNTS PAYABLE DATED OCTOBER 31, 2016 IN THE AMOUNT OF \$314,910.99 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 Planning Committee Meeting was currently scheduled; however, as the expansion project moves forward, more meetings will be needed. She and Mr. Ruff also provided an update on the progress of the project and upcoming filing deadlines.

- D. Ms. Webb moved that:

THE BOARD INSTRUCT THE LIBRARY DIRECTOR, SUBJECT TO THE LIBRARY ATTORNEY'S REVIEW AND APPROVAL, TO CONTRACT WITH THE ARCHITECTURAL FIRM OF DLA OF ITASCA, IL TO PROVIDE ARCHITECTURAL AND CONSTRUCTION SERVICES FOR THE WEST WING EXPANSION INCLUDED IN THE 2017 LIBRARY BUDGET.

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

The Board also came to a consensus to have President Dick Wright, Vice President Jean Threadgill, and Director David Ruff review future change orders and decide if any are significant enough to require Board discussion and approval.

- E. Ms. Erturk moved that:

THE BOARD INSTRUCT THE LIBRARY DIRECTOR, SUBJECT TO THE LIBRARY ATTORNEY'S REVIEW AND APPROVAL, TO CONTRACT WITH W-T CIVIL ENGINEERING OF HOFFMAN ESTATES, IL TO PROVIDE CIVIL ENGINEERING SERVICES FOR THE WEST WING EXPANSION INCLUDED IN THE 2017 LIBRARY BUDGET.

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

- F. Ms. Kremer, Bylaws Committee Chair, reported that the committee's work has been completed for this year and will schedule meetings again in 2017.
- G. Ms. Semple, Personnel Committee Chair, reported that the committee's work has been completed for this year and will schedule meetings again in 2017.
- H. President Wright, Heritage Committee Chair, reported that the committee's work has been completed for this year and will schedule meetings again in 2017. He reminded the Board that the next set of Legacy Project inductees are: Board Member Don Cavi, Volunteer Katherine Kinney, and Friend Of The Library Barbara Evenson. More information will be forthcoming as to the date and the time of the ceremony to be presented as part of the 2017 Volunteer Luncheon. (tentatively scheduled for Saturday, May 6, 2017, 12:30 P.M. to 3:00 P.M.).
- I. Ms. Horn, Development Committee Chair, stated that the Development Committee has completed its work for this year and will schedule meetings again in 2017.

J. Ms. Horn moved that:

THE BOARD APPROVE THE RESOLUTION ESTABLISHING THE REGULAR MEETING DATES OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF ROLLING MEADOWS, COOK COUNTY, ILLINOIS FOR 2017 AS PRESENTED IN ATTACHMENT C – 11/01/16.

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

K. Mr. Wright provided an overview of the Educational Presentations for 2017 as presented in Attachment D – 11/01/16.

L. Other New Business

Ms. Threadgill reminded Board Members that they could coordinate to go on library visits together and that volunteers to drive would be welcome.

No additional items were discussed under Other New Business.

X.

M. Mr. Arroyo moved that the meeting be adjourned and on a voice vote, the motion was unanimously approved.

The meeting adjourned at 8:09 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____