

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
SEPTEMBER 6, 2016

**I.**

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:04 P.M.

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

Absent was: Webb.

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; and David Ruff, Library Executive Director; and Mary Sebela, Circulation Services Director.

**II.**

Ms. Threadgill moved that:

**THE SECRETARY'S MINUTES DATED AUGUST 2, 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 stated that the next Friends Book Sale is scheduled for November 17 - 20, 2016. She stated that the most recent sale made approximately \$4,500 and that in July the Friends Book Shop made approximately \$400.

**V.**

Mr. Ruff introduced the Educational Presentation: The What & Why Of Early Literacy. Ms. Khipple provided an overview of the library's efforts to encourage and assist parents in getting their children ready to read.

## VI.

President Wright directed everyone's attention to the upcoming educational presentations listed in Attachment A and suggested the Board move its discussion of this year's library visits from the October to the November Board Meeting. He called attention to the updated Board Phone List distributed at this meeting. He also reminded the Board that the Annual Staff Service Awards Program will be held on Thursday, September 29, 2016 at 1:30pm.

## VII.

Mr. Ruff summarized the August usage statistics. He noted that the new City's new bike path is nearing completion and runs from the Library's West Parking Lot to Kirchoff Road along Salt Creek. Farmer's & Food Trucks will have one more date set for this summer, and the library will participate in this very successful outreach to the community. Mr. Ruff concluded by congratulating Ms. Sebela on her 33<sup>rd</sup> anniversary with the library; the Board joined in thanking Ms. Sebela for her excellent leadership and service.

## VIII.

There was no Unfinished Business.

## IX.

New Business

- A. In Finance Chairperson Webb's absence, Mr. Arroyo reported that the Committee met today to review this month's expenses.
- B. Mr. Arroyo moved that:

**ACCOUNTS PAYABLE DATED AUGUST 31, 2016 IN THE AMOUNT OF \$256,302.80 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 provided an overview of the potential 2017 Budget.
- D. 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.

Mr. Ruff gave an overview of the expansion project, how it may be funded, and how it can be done while maintaining adequate operating reserves in the event of a delay in levy receipts.

Ms. Vange had to momentarily leave the meeting at 8:30pm.

E. Ms. Threadgill moved that:

**THE BOARD INSTRUCT THE DIRECTOR TO INCLUDE IN THE FISCAL 2017 BUDGET THE WEST WING EXPANSION AS DESCRIBED IN ATTACHMENT D – 09/06/16 TO BE FUNDED THROUGH THE USE OF CAPITAL AND GENERAL RESERVE FUNDS.**

Following the opportunity for discussion, the question was called. The motion carried unanimously on a roll call vote with Ms. Vange and Ms. Webb absent.

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.

Ms. Vange returned to the meeting at 8:35pm.

H. President Wright, Heritage Committee Chair, stated that the next Heritage Committee Meeting is scheduled for 9:15am, Thursday, September 22, 2016.

I. Ms. Horn, Development Committee Chair, stated that the next Development Committee Meeting is scheduled for 9:15am, Thursday, September 15, 2016.

J. Ms. Erturk moved that:

**AT 8:37 P.M. THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(21) TO DISCUSS MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT AS PART OF THE SEMI-ANNUAL REVIEW MANDATED BY SECTION 2.06.**

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 8:40 P.M.

L. Ms. Semple moved that:

**THE BOARD RELEASE THE ITEMS DESIGNATED IN CLOSED ATTACHMENT E – 09/06/16 AND REVIEWED UNDER 5 ILCS 120/2(C)(21) AS NO LONGER NEEDING CONFIDENTIAL TREATMENT AND MAY BE MADE AVAILABLE FOR PUBLIC INSPECTION.**

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

M. Ms. Vange moved that:

**AT 8:42 P.M. THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2.06(C) TO DISCUSS THE DESTRUCTION OF ALL VERBATIM RECORDS AND TAPES OF CLOSED SESSION MEETINGS MORE THAN 24 MONTHS OLD IN ACCORDANCE WITH THE PROCEDURE DESCRIBED IN THAT STATUTE AND IN ACCORDANCE WITH LIBRARY BYLAWS.**

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

The Board returned to Open Session at 8:44 P.M.

N. Ms. Kremer moved that:

**THE BOARD DESTROY ALL VERBATIM RECORDS AND TAPES OF CLOSED SESSION MEETINGS MORE THAN 24 MONTHS OLD IN ACCORDANCE WITH THE PROCEDURE DESCRIBED IN 5 ILCS 120/2.06(C) AND IN ACCORDANCE WITH LIBRARY BYLAWS.**

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

O. Other New Business

No additional items were discussed under Other New Business.

**X.**

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

The meeting adjourned at 8:46 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_