

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
APRIL 4, 2017

**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: Erturk, Horn, Kremer, Semple, Threadgill, Vange, Webb, and Wright.

Absent was: Arroyo

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

**II.**

Ms. Semple moved that:

**THE SECRETARY'S MINUTES DATED MARCH 7, 2017 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.

**IV.**

Ms. Montague, Friends Liaison, reported that the Friends earned approximately \$4,500 for the library the Spring Book Sale.

**V.**

Mr. Ruff introduced the Educational Presentation: Databases – Adult And Youth. Ms. Collette and Ms. Khipple presented an overview of the databases available from the library and how it has extended our service to the community.

**VI.**

President Wright reminded the Board of the Saturday, May 6 Volunteer Luncheon.

## **VII.**

Mr. Ruff summarized the monthly usage statistics and discussed the progress on the Library Expansion Project. He also noted the excellent support the library has received from City Staff and the City Council.

## **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 MARCH 31, 2017 IN THE AMOUNT OF \$341,778.91 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, gave an overview of West Wing construction progress and what is planned for the next month.
- D. Ms. Threadgill moved that:

**THE BOARD AUTHORIZE THE DIRECTOR, IN CONSULTATION WITH THE BOARD PRESIDENT AND PLANNING COMMITTEE CHAIRPERSON, TO PLACE NECESSARY FURNITURE AND VENDING MACHINE ORDERS FOR THE WEST WING EXPANSION PRIOR TO THE MAY BOARD MEETING AS PER ATTACHMENT C – 04/04/17.**

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 there will be a Bylaws Committee Meeting soon on a date yet to be determined.
- F. Ms. Semple, Personnel Committee Chair, stated that the next Personnel Committee Meeting will be held on Thursday, April 27, 2017, 9:15am and that members should be ready to review the first third of the Employee Policy Manual.

- G. President Wright, Heritage Committee Chair, stated that no meeting was held but one will be scheduled after the May 6, 2017 Volunteer Luncheon.

- H. Ms. Semple moved that:

**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 - CLOSED ATTACHMENT D – 04/04/17**

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered into Closed Session at 7:58 P.M.

- I. Ms. Semple moved that:

**THE BOARD RETURN TO OPEN SESSION.**

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board returned to open session at 8:01 P.M.

- J. Ms. Threadgill moved that:

**THE CLOSED MINUTES RECOMMENDED FOR RELEASE IN CLOSED ATTACHMENT D – 04/04/17 AND REVIEWED UNDER 5 ILCS 120/2(C)(21) NO LONGER NEED 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 roll call vote.

- K. Ms. Erturk moved that:

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

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

- L. Ms. Horn, Development Committee Chair, noted that the Board & Staff Survey would utilize a new format, that the survey was due April 18, 2017 and should be returned to Ruth Wagner in the Administration Office.

M. Ms. Vange moved that:

**THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(1) TO  
DISCUSS THE EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE  
REVIEW AND GOALS FOR 2017 AS PRESENTED IN CLOSED ATTACHMENT  
E – 04/04/17**

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered into Closed Session at 8:06 P.M.

N. Ms. Vange moved that:

**THE BOARD RETURN TO OPEN SESSION.**

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board returned to open session at 8:14 P.M.

O. Other New Business

No additional items were discussed under Other New Business

**X.**

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

The meeting adjourned at 8:16 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_