

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
AUGUST 1, 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, & 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, Technical Services Director; David Ruff, Library Executive Director; Mary Sebela, Circulation Services Director; and Kristin Troy, Administrative Services Coordinator.

Mr. Ruff introduced recently hired Administrative Services Coordinator, Kristin Troy, to the Board. The Board welcomed her, and Mr. Ruff outlined the duties she has already assumed and the good contribution she has made to the Administrative Services Office.

II.

Ms. Semple moved that:

THE SECRETARY'S MINUTES DATED JULY 11, 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 reported that the next Friends' Booksale will be November 16 - 19. Ms. Vange and Ms. Webb reported that the July Booksale generated approximately \$4,500 for the Friends.

V.

This month's Educational Presentation: An overview Of Library Marketing & Advertising was presented by each of the department directors.

VI.

President Wright thanked everyone for their service on Library Committees and brought their attention to the 2017 / 2018 committee assignments.

VII.

Mr. Ruff summarized the monthly usage statistics. He summarized the year-to-date billing for the West Wing expansion project. He also reported on a donation received from a patron in memory of her mother.

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 JUNE 28, 2017 IN THE AMOUNT OF \$431,110.78 BE APPROVED FOR PAYMENT AS PRESENTED IN ATTACHMENT B - 08/01/17.

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 the progress of the expansion project. She noted that the construction fence has been removed and two-way traffic has been restored to the Front Drive and West Parking Lot. She reported that the dedication of the expansion will be held on Sunday, August 20 from noon to 1 P.M. She also invited everyone to tour the expansion area immediately after the Board Meeting is adjourned.

D. Ms. Kremer, Bylaws Committee Chair, stated that tonight will be the second and final reading of the proposed updates for the Bylaws. The first reading occurred at the July 11, 2017 Board Meeting. She noted that the next Bylaws Committee Meeting is scheduled for 9:15 A.M., August 10, 2017.

E. Ms. Kremer moved that:

THE BOARD GIVE FINAL APPROVAL TO THE UPDATED LIBRARY BYLAWS AS PRESENTED IN ATTACHMENT C – 08/01/17.

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

F. Ms. Semple, Personnel Committee Chair, stated that the next Personnel Committee Meeting is scheduled for 10:15 A.M., August 10, 2017. At that time, the Personnel Committee will complete a review of Library Salary Ranges and continue a review of the Employee Handbook.

G. President Wright, Heritage Committee Chair, stated that the next Heritage Committee Meeting will take place in September or October of this year.

H. Ms. Horn, Development Committee Chair, stated that the next Development Committee Meeting will take place in September or October of this year.

I. Ms. Threadgill moved that:

THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(8)&(9) TO DISCUSS SECURITY PROCEDURES AND A PATRON DISCIPLINARY INCIDENT THAT MAY REQUIRE THE BOARD TO BAN THE PATRON FROM THE LIBRARY.

The motion to enter closed session carried unanimously on a roll call vote. The Board entered Closed Session at 7:51 P.M. Director Ruff and Reference Services Director Collette remained with the Board for the Closed Session. All others left the meeting.

J. The Board Returned to Open Session at 8:01 P.M.

K. Ms. Webb moved that:

THE BOARD PERMANENTLY BAN THE PATRON DISCUSSED IN CLOSED SESSION FROM ALL LIBRARY PROPERTY EFFECTIVE IMMEDIATELY.

The motion carried unanimously on a voice vote.

L. Other New Business

No additional items were discussed under Other New Business

X.

Ms. Threadgill moved that the meeting be adjourned. The motion was unanimously approved on a voice vote.

The meeting adjourned at 8:04 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____