

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
JUNE 5, 2018

**I.**

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

Present: Erturk, Horn, Kremer, Semple, Threadgill, Vange, Webb, & Wright.

Absent: Arroyo

Also present: 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; Julie Tang, Financial Services Coordinator; and Judy Walther, CPA, McClure, Inserra & Company.

**II.**

Ms. Semple moved that:

**THE SECRETARY'S MINUTES DATED MAY 1, 2018 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 July 12 – 15. She noted the Friends represented the Library at the Memorial Day Parade, and will also march in the Independence Day Parade and distribute Library Bookmarks.

**V.**

This month's Educational Presentation: Audit Report. President Wright introduced Judy Walther, CPA, McClure, Inserra & Company. Ms. Walther presented this year's audit report and stated that the Library received a "clean opinion" for fiscal 2017. She also confirmed that the

West Wing construction was completed under budget. President Wright congratulated the Management Team and, in particular, Financial Services Coordinator Tang for a successful year. Ms. Walther left the meeting at 7:18 P.M. after answering questions from the Board and noting the good cooperation between the City staff and the Library staff.

## VI.

President Wright reminded everyone of future educational presentations.

## VII.

Mr. Ruff summarized the monthly usage statistics. He also noted the increase in Summer Reading participation, and Ms. Back and Ms. Khipple provided details from their respective departments. He reminded the Board that the Library is continuing its very successful participation in the City Market events held throughout the summer. He also noted the Library advertising and articles appearing in the Chamber Of Commerce Newsletter, *Rolling Meadows Business Messenger* and the *Chamber of Commerce Resource Guide*.

## 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. She noted that the Finance Committee Meeting was adjourned to the Board Room and reconvened for a detailed presentation of the Library Audit.

B. Ms. Webb moved that:

**ACCOUNTS PAYABLE DATED MAY 31, 2018 IN THE AMOUNT OF \$267,477.80 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 there will be a Planning Committee Meeting this month on a date to be determined later this week. The main topic will be to discuss the details of the North Expansion Project.

- D. Ms. Kremer, Bylaws Committee Chair, stated that tonight will be the **1<sup>st</sup> reading** of the updates for the Bylaws. She noted that the next Bylaws Committee Meeting is scheduled for 9:15 A.M., Thursday, June 28, 2018.
- E. Ms. Kremer presented the updates for the Bylaws. This **1<sup>st</sup> Reading** will make possible a final vote to approve the updates at the July 3, 2018 Board Meeting. The updates were reviewed for the Board, but were minimal. No Board Member had questions regarding the update.
- F. Ms. Semple, Personnel Committee Chair, stated that the next Personnel Committee Meeting is scheduled for 10:15 A.M., Thursday, June 28, 2018. The Committee expects to complete the annual review of the Employee Handbook and begin a review of Staff Salary Ranges.
- G. President Wright, Heritage Committee Chair, stated that the next Heritage Committee Meeting will take place in September or October of this year on a date to be determined.
- H. Ms. Horn, Development Committee Chair, stated that the next Development Committee Meeting will take place in September or October of this year on a date to be determined.

Ms. Horn introduced Ms. Semple to summarize the nomination process for the election of Board Officers. Ms. Semple encouraged all Board Members to complete the Board Officer Nomination form even if it is to nominate the current officers for re-election.

I. Other New Business

Ms. Horn noted that there may be opportunities to coordinate programming with nearby libraries. Staff will follow-up to determine the logistical requirements involved.

**X.**

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

The meeting adjourned at 7:31 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_