

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
APRIL 3, 2018

I.

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

Present: Horn, Kremer, Semple, Threadgill, Vange, and Webb

Absent: Arroyo, Erturk, & Wright

Also present: Library/City Council Liaison, Rob Banger; Mary Constance Back, Readers' Services Director; Jennifer Collette, Reference Services Director; Sabri Kecici, Building 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 OPEN MINUTES DATED MARCH 6, 2018 BE APPROVED.

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

Ms. Semple moved that:

THE SECRETARY'S CLOSED SESSION MINUTES CONCERNING 5 ILCS 120/2(C)(21) TO DISCUSS MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THE ACT AS PART OF THE SEMI-ANNUAL REVIEW MANDATED BY SECTION 2.06 AND AS SUPPORTED BY CLOSED ATTACHMENT D – 03/06/18 BE APPROVED.

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

Ms. Semple moved that:

THE SECRETARY'S CLOSED SESSION MINUTES CONCERNING THE REVIEW OF THE EXECUTIVE DIRECTOR'S COMPENSATION UNDER 5 ILCS 120/2(C)(1) AND AS SUPPORTED BY CLOSED ATTACHMENT E – 03/06/18 BE APPROVED.

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

III.

The meeting was open to the public for a period not to exceed twenty minutes. No members of the public were in attendance.

IV.

Ms. Montague reported that the March booksale earned over \$5,000 for the Friends. She and Mr. Ruff also noted with sadness the passing of long-time Friends volunteers Liz Vargas and Ann Dean.

V.

Reference Services Director Jennifer Collette presented a very informative overview of Reference Programs presented at the Library.

VI.

In President Wright's absence, Vice President Threadgill directed everyone's attention to the upcoming educational presentations listed in Attachment A, and reminded them that this year's Volunteer Appreciation Luncheon is scheduled for Friday, April 20.

VII.

Mr. Ruff summarized the monthly usage statistics; reminded everyone to submit their Statement Of Economic Interest to Cook County before the May 1, 2018 deadline; thanked Public Works for removing dead trees along Salt Creek and thereby saving the Library several thousand dollars; and noted that the Library received a class action settlement of \$2,088 for overcharges in computer monitor pricing.

VIII.

Unfinished Business

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 2, 2018 IN THE AMOUNT OF \$377,319.27 BE APPROVED FOR PAYMENT.

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

- C. Ms. Kremer moved that:

THE BOARD ADOPT THE COLLATERALIZATION POLICY AS PRESENTED IN ATTACHMENT C – 04/03/18.

Following the opportunity for discussion, the motion was unanimously approved on a voice vote.

- D. Planning Committee Chair Threadgill stated that the committee met on Wednesday, March 21, 2018 to discuss plans for the North Expansion Project.

- E. Ms. Vange moved that:

THE BOARD INSTRUCT THE LIBRARY DIRECTOR, SUBJECT TO THE LIBRARY ATTORNEY’S REVIEW AND APPROVAL, TO CONTRACT WITH THE ARCHITECTURAL FIRM DLA OF ITASCA, IL TO PROVIDE ARCHITECTURAL AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE NORTH EXPANSION PROJECT AS DESCRIBED IN ATTACHMENT D – 04/03/18.

Following the opportunity for discussion, the motion was unanimously approved on a voice vote.

- F. Ms. Webb 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, ILLINOIS TO PROVIDE CIVIL ENGINEERING SERVICES FOR THE NORTH EXPANSION PROJECT AS DESCRIBED IN ATTACHMENT E – 04/03/18 FOR AN AMOUNT NOT TO EXCEED \$1,500.

Following the opportunity for discussion, the motion was unanimously approved on a voice vote.

- G. Ms. Semple moved that:

THE BOARD ACCEPT THE BID OF G&J SERVICES, INC. OF ELGIN, ILLINOIS FOR REPAIR OF THE STUCCO ON THE SOUTH AND EAST

**FAÇADE OF THE LIBRARY AS DESCRIBED IN ATTACHMENT F – 04/03/18
FOR AN AMOUNT NOT TO EXCEED \$6,900.**

Following the opportunity for discussion, the motion was unanimously approved on a voice vote.

- H. Bylaws Committee Chair Kremer stated the next meeting will be in April or May on a date that has yet to be determined.
- I. Personnel Committee Chair Semple stated the next meeting will be in April or May on a date that has yet to be determined. The meeting will include a discussion of employee salary ranges and a review of the Employee Handbook.
- J. In Mr. Wright's absence, Ms. Semple reported that the next Heritage Committee meeting date has not been set.
- K. Development Committee chair Horn stated that the next meeting will be Thursday, April 26, 2018 at 9:15 A.M. She also reminded all Board Members and staff to submit their Annual Board Evaluation Surveys to Ruth Wagner by Tuesday, April 10, 2018.
- L. Ms. Webb moved that:

**THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(8) & (9) TO
DISCUSS SECURITY PROCEDURES AND PATRON DISCIPLINARY
INCIDENTS AS DESCRIBED IN CLOSED ATTACHMENT G – 04/03/18**

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered Closed Session at 8:02 P.M.

The Board returned to Open Session at 8:19 P.M.

- M. Ms. Webb moved that:

**THE BOARD BAN THE PATRON(S) DISCUSSED IN CLOSED ATTACHMENT
G – 04/08/18 FROM ALL LIBRARY PROPERTY.**

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

- N. Ms. Webb 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 2018 AS PRESENTED IN CLOSED ATTACHMENT
H – 04/03/18**

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered into Closed Session at 8:21 P.M.

The Board returned to Open Session at 8:31 P.M.

The Board asked Ms. Threadgill to meet with the Executive Director immediately following the Board Meeting to extend to him the Board's appreciation and approval for all that he has done and will do on the Library's behalf.

O. Other New Business

No additional items were discussed under Other New Business.

X.

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

The meeting adjourned at 8:33 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____