

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
MARCH 5, 2019

**I.**

In President Wright's absence, Vice President Threadgill called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:01 P.M.

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

Absent: Wright, Erturk

Also present: Mary Constance Back, Readers' Services Director; Jennifer Collette, Reference Services Director; Sabri Kecici, Building Services Director; Lucia Khipple, Assistant Director & Youth Services Director; Steve Rossi, Technical Services Director; David Ruff, Library Executive Director; Mary Sebela, Circulation Services Director. Also present were Rob Banger, City Council Liaison, and Reference Librarian, Anne Jefferson.

**II.**

Ms. Semple moved that:

**THE SECRETARY'S OPEN MINUTES DATED FEBRUARY 5, 2019 BE APPROVED.**

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

Ms. Vange moved that:

**THE SECRETARY'S CLOSED MINUTES DATED FEBRUARY 5, 2019 REGARDING THE ANNUAL REVIEW OF THE EXECUTIVE DIRECTOR'S COMPENSATION AS PRESENTED IN CLOSED ATTACHMENT E – 02/05/19 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.**

In Ms. Montague's absence, Mr. Ruff reported that the next Friends' Booksale is scheduled for March 7 – 10.

## V.

This month's educational presentation, "Library Computer Classes", was presented by Reference Librarian, Anne Jefferson & Reference Services Director, Jennifer Collette. Mr. Ruff made a presentation on "North Expansion Logistics". Ms. Jefferson left the meeting after her presentation.

## VI.

Due to President Wright's absence, there was no President's Report.

## VII.

Mr. Ruff reported on a patron suggestion regarding investigation of locating Handicapped Parking Closer to the Main Entrance (the Planning Committee will discuss this at their next meeting), a thank you letter written by a patron for exceptional service by the Reference and Readers' Services Departments, and (with Ms. Khipple) an overview of another successful Dr. Seuss Day.

## 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 as presented in Attachment B – 03/05/19.

B. Ms. Webb moved that:

**ACCOUNTS PAYABLE FOR 2019 DATED FEBRUARY 28, 2019 IN THE AMOUNT OF \$282,041.52 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, reported that the next Planning Committee Meeting will be held on Wednesday, April 3, 2019 at 10:00 A.M.

D. Mr. Arroyo moved that:

**THE BOARD PURCHASE AND INSTALL SECURITY CAMERAS NEAR THE STAFF ENTRANCE, RECEIVING AREA, AND MAIN ENTRANCE (FACING TOWARD 10-MINUTE PARKING) AS DESCRIBED IN ATTACHMENT C – 03/05/19.**

Following the opportunity for discussion and a review of Attachment C – 03/05/19, the question was called. The motion carried unanimously on a voice vote.

E. Ms. Webb moved that:

**THE BOARD ACCEPT THE BID OF ALLIANCE MOVING AND STORAGE OF ROLLING MEADOWS, ILLINOIS AS THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$6,750.**

Following the opportunity for discussion and a review of Attachment D – 03/05/19, the question was called. The motion carried unanimously on a roll call vote.

F. Ms. Webb moved that:

**THE BOARD ACCEPT THE BID FOR PURCHASE OF AN ETHERNET SWITCH AS DESCRIBED IN ATTACHMENT E – 03/05/19.**

During the discussion it became clear that since the cost was below the Director's \$4,000 spending limit, no Board Action was necessary; therefore, the motion was unanimously defeated on a roll call vote.

G. Ms. Kremer, Bylaws Committee Chair, reported that the next Bylaws Committee Meeting will be on Thursday, April 4 at 9:15 A.M. The Committee will begin its annual review of Bylaws.

H. Ms. Semple, Personnel Committee Chair, reported that the next Personnel Committee Meeting will be on Thursday, April 4 at 10:00 A.M. The Committee will begin its annual review of salary ranges.

I. In Heritage Committee Chair Wright's absence, Mr. Ruff reported that the Volunteer Luncheon is scheduled for Saturday, May 4, and the Committee's first meeting will be scheduled after that date.

J. 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 F – 03/05/19**

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered into Closed Session at 7:59 P.M.

The Board returned to open session at 8:03 P.M.

K. Ms. Webb moved that:

**THE CLOSED MINUTES RECOMMENDED FOR RELEASE IN CLOSED ATTACHMENT F – 03/05/19 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 voice vote.

L. Ms. Vange 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 voice vote.

M. Ms. Horn, Development Committee Chair, reported that the next Development Committee Meeting will be on Thursday, March 21 at 9:15 A.M.

N. Other New Business

Mr. Ruff reminded the Board that the Library will begin its annual audit on March 12.

There was no other new business.

**X.**

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

The meeting adjourned at 8:05 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_