

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
NOVEMBER 5, 2019

**I.**

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:01 P.M.

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

Absent: Arroyo, Erturk

Also present: Library/City Council Liaison, Jon Bisesi; Mary Constance Back, Readers' Services Director; Jennifer Collette, Reference Services Director; Sabri Kecici, Building Services Director; Lucia Khipple, Assistant Director; Sharon Montague, Special Services Director; Steve Rossi, Technical Services Director; David Ruff, Library Director; Mary Sebela, Circulation Services Director.

**II.**

Ms. Semple moved that:

**THE SECRETARY'S OPEN MINUTES DATED OCTOBER 1, 2019 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 MINUTES DATED SEPTEMBER 3, 2019 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 gave the Friends report and reminded the Board that the next Booksale will be held on Thursday, November 14 (pre-sale) through Sunday, November 17.

**V.**

This month's Educational Presentation: Per Capita Grant Overview was presented by Mr. Ruff and copies of the documents to be reviewed and discussed by the Board at the December Board Meeting: Trustee Facts File (Chapters 11-14) and Serving Our Public 3.0 (Chapter 3 Personnel) were distributed.

**VI.**

President Wright thanked the Finance Committee and Library staff for their work with City Council and staff during this year's levy process.

**VII.**

Mr. Ruff noted that the new fire alarm panel was approved by the City Inspector, that the 2020 Levy was progressing well through City Council, Book Lover's Day was a big success due the creative work of staff, and Doris and Spirro Botes donated a beautiful charcoal drawing of the Library done by Spirro. The drawing will be on permanent display at the Circulation Desk.

**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 OCTOBER 31, 2019 IN THE AMOUNT OF \$331,041.07 BE APPROVED FOR PAYMENT.**

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

- C. Ms. Webb moved that:

**THE BOARD ENGAGE THE ACCOUNTING FIRM OF McLURE, INSERRA OF ARLINGTON HEIGHTS, IL TO CONDUCT THE LIBRARY'S ANNUAL AUDIT.**

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

- D. Planning Committee Chair Threadgill stated that the Committee will likely have no meetings for the remainder of 2019, but will resume its work in 2020.

- E. Ms. Threadgill moved that:

**THE BOARD APPROVE THE CONTRACT WITH INNOVATIVE INTERFACES TO UPGRADE THE INTEGRATED LIBRARY SYSTEM (ILS) IN 2020 AS DESCRIBED IN ATTACHMENT C – 11/05/19.**

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

- F. Ms. Threadgill moved that:

**THE BOARD ACCEPT THE BID FROM PENTEGRA SYSTEMS OF ADDISON, ILLINOIS TO REPLACE THE COMMUNITY ROOM SOUND SYSTEM FOR \$17,340 AS PER THE STAFF RECOMMENDATION SUMMARIZED IN ATTACHMENT D – 11/05/19.**

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

- G. Ms. Threadgill moved that:

**THE BOARD ACCEPT THE BID FROM KI OF GREEN BAY, WISCONSIN TO REPLACE 70 STACKABLE CHAIRS FOR THE COMMUNITY ROOM AT A PRICE NOT TO EXCEED \$83.50 PER CHAIR AS PER THE STAFF RECOMMENDATION SUMMARIZED IN ATTACHMENT E – 11/05/19.**

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

- H. Bylaws Committee Chair Kremer stated the Committee has completed its work for this year and no additional meetings are scheduled at this time.

- I. Personnel Committee Chair Semple stated that the Committee has completed its work for this year and no additional meetings are scheduled at this time.

- J. Ms. Semple moved that:

**THE BOARD APPROVE THE UPDATED SALARY RANGES AS PRESENTED IN ATTACHMENT F – 11/05/19.**

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

- K. Heritage Committee Chair Wright stated that there will be no November meetings, and that the next Heritage Committee meeting is scheduled for Wednesday, December 11, 2019 at 10 A.M. to discuss next year's 60<sup>th</sup> Library anniversary.
- L. Development Committee Chair Horn stated that the Committee has completed its work for this year and no additional meetings are scheduled at this time.
- M. Ms. Horn moved that:

**THE BOARD APPROVE THE RESOLUTION ESTABLISHING THE REGULAR MEETING DATES OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF ROLLING MEADOWS, COOK COUNTY, ILLINOIS FOR 2020 AS PRESENTED IN ATTACHMENT G – 11/05/19.**

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

- N. Ms. Horn provided an overview of the Educational Presentations for 2020 as presented in Attachment H – 11/05/19, and invited Board Members to suggest additional programming via text or e-mail. Ms. Webb suggested we consider a program on working with Quickbooks financial statements.
- O. Other New Business

There was no 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 7:47 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_