

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
SEPTEMBER 3, 2019

**I.**

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:05 P.M.

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

Absent: Erturk, Kremer

Also present: Library/City Council Liaison, Jon Bisesi; Mary Constance Back, Readers' Services Director; Lucia Khipple, Assistant Director; Steve Rossi, Technical Services Director; David Ruff, Library Director; Mary Sebela, Circulation Services Director.

**II.**

Ms. Vange moved that:

**THE SECRETARY'S OPEN MINUTES DATED AUGUST 6, 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.**

In Ms. Montague's absence, there was no Friends' Report.

**V.**

This month's Educational Presentation: School Services provided by The Youth Services Department, was presented by Youth Services Director, Lucia Khipple, and Education Services Coordinator, Darlene Eiffes. President Wright thanked Ms. Khipple and Ms. Eiffes for their important work in bringing library programming to our local schools.

**VI.**

President Wright noted that Mr. Ruff will be presenting the Library's Levy Overview to City Council on Tuesday, October 15, 2019 at 7:30 P.M.

## VII.

Mr. Ruff and Ms. Khipple reported that Mike Mraz, I.T. Consultant, helped the Library save money by upgrading twenty-two computers with installing solid state processors. He reported on the current status of this year's capital projects and the upcoming Community Room Sound System Replacement and L.E.D. Light Conversion Projects.

## 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 AUGUST 31, 2019 IN THE AMOUNT OF \$320,775.36 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 APPROVE THE FY2020 LIBRARY BUDGET AS PRESENTED IN ATTACHMENT C – 09/03/19.**

She then asked Mr. Ruff to provide an overview of the key elements of the budget.

Mr. Ruff noted that the 2020 Budget assumes a 2.0% levy reduction. The most significant capital project will be a \$94,071 upgrade of the Integrated Library System (ILS). This system provides the acquisitions, circulation, and patron search modules for the Library. The vendor is phasing out the older system (Millennium) currently used by the Library, and has reduced the price to upgrade to the newer product (Sierra) as an incentive. Sierra has features not available in Millennium, such as a single topic search that will include all book, audio-visual, newspaper, and periodical holdings of the Library.

President Wright thanked all the Library's Committees and Library Staff for their work in creating the 2020 Budget.

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 she will work with the committee to set a date before the end of the year to discuss the L.E.D. Lighting Conversion Project and begin the planning process for the 2021 Main and Upper Level Recarpeting and Renovation.
- E. In Ms. Chairperson Kremer's absence, Mr. Ruff stated the Committee has completed its work for this year and no additional meetings are scheduled at this time.
- F. Personnel Committee Chair Semple stated that the next Personnel Committee Meeting is scheduled for September 12, 2019 and will discuss updates to the Library pay ranges.
- G. Heritage Committee Chair Wright stated that the next Heritage Committee meeting will be September 12 at 10 A.M. and will include a discussion of possible 2020 Legacy Project honorees and next year's 60<sup>th</sup> anniversary for the Library (first opened to the public on February 29, 1960 – a Leap Year).
- H. Development Committee Chair Horn stated that the next meeting will be in the fourth quarter of this year on a date that has yet to be determined.
- I. 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.**

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered Closed Session at 8:04 P.M.

Ms. Webb had to briefly leave the meeting.

The Board returned to Open Session at 8:09 P.M.

- J. Ms. Semple moved that:

**THE BOARD RELEASE THE ITEMS DESIGNATED IN CLOSED ATTACHMENT D – 09/03/19 AND REVIEWED UNDER 5 ILCS 120/2(C)(21) AS NO LONGER NEEDING 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.

Ms. Webb rejoined the meeting.

K. Ms. Threadgill moved that:

**THE BOARD DESTROY ALL VERBATIM RECORDS AND TAPES OF  
CLOSED SESSION MEETINGS MORE THAN 18 MONTHS OLD IN  
ACCORDANCE WITH THE PROCEDURE DESCRIBED IN 5 ILCS  
120/2.06(C) AND IN ACCORDANCE WITH LIBRARY BYLAWS.**

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

L. Other New Business

Mr. Arroyo distributed materials he gathered at this year's American Library Association Meeting.

**X.**

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

The meeting adjourned at 8:14 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_