

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
DECEMBER 3, 2019

**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, Semple, Threadgill, Vange, Webb, and Wright.

Absent: Arroyo, Horn, Kremer

Also present: 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; Mike Mraz, Information Technology Technician; Steve Rossi, Technical Services Director; David Ruff, Library Director; Mary Sebela, Circulation Services Director; Carrie DeMoss, Readers Services Associate & Homebound Services Coordinator.

**II.**

Ms. Semple moved that:

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

Following the opportunity for discussion, the question was called. Ms. Webb made a motion to amend the minutes as presented to include the attendance of Information Technology Technician, Mike Mraz. The motion as amended 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, Ms. Webb, and Ms. Vange gave the Friends report and noted that the Friends Booksale raised over \$4,000. They also reminded everyone that the Friends Holiday Party will be held on Tuesday, December 10, at 6:00 P.M.

President Wright had to briefly leave the meeting at 7:10 P.M.

**V.**

This month's Educational Presentation: Homebound Services was presented by Readers' Services Associate and Homebound Services Coordinator Carrie DeMoss. Ms. DeMoss gave a

thorough and thoroughly entertaining presentation summarizing the Library's services to homebound patrons.

## VI.

Vice President Threadgill gave the President's report and noted that tonight's educational presentation concludes this year's schedule, and a new schedule will be distributed in the January Board Packet.

## VII.

Mr. Ruff noted that the levy and budget season has now been successfully concluded and that he has begun work on the 2021 Budget.

## VIII.

Unfinished Business

There was no Unfinished Business.

Mr. Wright returned to the meeting at 7:35 P.M.

## 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 \$282,335.89 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 LIBRARY'S ANNUAL PER CAPITA GRANT APPLICATION AS PRESENTED IN ATTACHMENT C – 12/03/19.**

Mr. Ruff and President Wright discussed with the Board a webinar educational program they viewed dealing with "Conducting Library Security Assessments" and reviewed "Chapter 3, Personnel, of Serving Our Public 3.0: Standards For Illinois Public Libraries, 2014" and Chapters 11-14 and all appendices of the "Trustees Facts File, Third or Fourth Edition".

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice 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. She and Mr. Ruff reported that since the November Board Meeting, a tree has been planted next to the North Expansion, the City issued the Certificate of Completion for the North Expansion Project, a new sound system was installed in the Community Room, and testing continues on the L.E.D. Lighting Conversion Project.
- E. In Ms. Kremer's absence, Ms. Semple reported that 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 Committee has completed its work for this year and no additional meetings are scheduled at this time.
- G. Heritage Committee Chair Wright stated 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.
- H. In Ms. Horn's absence, Mr. Ruff reported that the Committee has completed its work for this year and no additional meetings are scheduled at this time.
- I. 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 8:01 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_