

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
MARCH 3, 2020

**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, Erturk, Kremer, Semple, Threadgill, Vange, Webb, and Wright

Absent: Horn

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 was Jon Bisesi, City Council Liaison.

**II.**

Ms. Vange moved that:

**THE SECRETARY'S OPEN MINUTES DATED FEBRUARY 4, 2020 BE APPROVED.**

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

Ms. Webb moved that:

**THE SECRETARY'S CLOSED MINUTES DATED FEBRUARY 4, 2020 CONCERNING 5 ILCS 120/2(C)(8) & (9) SECURITY PROCEDURES AND A PATRON DISCIPLINARY INCIDENT AS SUMMARIZED IN CLOSED ATTACHMENT D – 02/04/20 BE APPROVED.**

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

Ms. Webb moved that:

**THE SECRETARY'S CLOSED MINUTES DATED FEBRUARY 4, 2020 REGARDING THE ANNUAL REVIEW OF THE EXECUTIVE DIRECTOR'S COMPENSATION AS PRESENTED IN CLOSED ATTACHMENT E – 02/04/20 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, Ms. Webb reported that the next Friends' Booksale is scheduled for March 7 – 10. Since the last shipment of new Community Room Chairs have arrived, the Friends will be selling the old Community Room Chairs. Maintenance Services Director, Sabri Kecici installed additional shelving in the Friends' Storage Closet near the Friends' Bookshop.

### V.

This month's educational presentation, "Reading Library Financial Reports", was presented by Finance Committee Chairperson Webb and Director Ruff.

### VI.

President Wright had no new items to present at this meeting.

### VII.

Mr. Ruff & Ms. Khipple reported on Dr. Seuss Day preparations set for Saturday, March 7, 2020. Mr. Ruff and Mr. Rossi reported on implementation of the upgrade to the Library's circulation, acquisition, and patron access computer system.

### 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 – 03/03/20.
- B. Ms. Webb moved that:

**ACCOUNTS PAYABLE FOR 2020 DATED FEBRUARY 29, 2020 IN THE AMOUNT OF \$280,683.00 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, March 18, 2020 at 10:00 A.M. The Bid Notice will appear in the Daily Herald on Sunday, March 8, 2020, bids will be due Thursday, March 26, 2020, and the Board will select the winning bid at the Tuesday, April 7, 2020 Board Meeting.
- D. Ms. Kremer, Bylaws Committee Chair, reported that the next Bylaws Committee Meeting will be on Thursday, March 26, 2020 at 9:15 A.M. The Committee will begin its annual review of Bylaws.
- E. Ms. Semple, Personnel Committee Chair, reported that the next Personnel Committee Meeting will be on Thursday, March 26, 2020 at 10:15 A.M. The Committee will begin its annual review of salary ranges.
- F. Mr. Wright, Heritage Committee Chair, reported that the next Heritage Committee Meeting will be on Wednesday, March 11, 2020 at 10:00 A.M. The Committee will discuss events planned as part of the Library's 60<sup>th</sup> Anniversary.
- G. Ms. Horn, Development Committee Chair, reported that the next Development Committee Meeting will be on Tuesday, March 10, 2020 at 9:15 A.M. The Committee will discuss the 2020 Board evaluation survey and the Director's annual performance review.
- H. Ms. Threadgill 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 C – 03/03/20**

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered into Closed Session at 7:45 P.M.

The Board returned to open session at 7:48 P.M.

- I. Ms. Semple moved that:

**THE CLOSED MINUTES RECOMMENDED FOR RELEASE IN CLOSED ATTACHMENT C – 03/03/20 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.

J. 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.

K. Other New Business

There was no other new business.

**X.**

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

The meeting adjourned at 7:50 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_