

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
April 1, 2008

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:06 P.M.

Present were Hart, Konn, Kremer, Pauly, Threadgill, Webb, and Wright.

Also present were David Ruff, Executive Director; Lucia Khipple, Library Assistant Director and Director of Youth Services; Mary Constance Back, Director of Readers' Services; Mary Sebela, Director of Circulation Services; Sharon Montague, Special Services Director; Jennifer Collette, Reference Services Director; Roy Minnich, Building Services Director; Joyce Schweda, Technical Services Director; Meghan Carney, Readers' Advisory Associate; Kathy Kwandras, 6th Ward Alderwoman and City/Library Liaison; Pat Gottschlich, Administrative Services Coordinator; and Pat Konn.

Absent were Sanchez and Semple.

II.

Mrs. Threadgill moved that:

THE SECRETARY'S MINUTES DATED MARCH 4, 2008 BE APPROVED AS SUBMITTED.

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

Mr. Konn moved that:

THE SECRETARY'S CLOSED MINUTES DATED FEBRUARY 5, 2008 BE APPROVED AS SUBMITTED.

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

Mrs. Webb moved that:

THE SECRETARY'S CLOSED MINUTES DATED MARCH 4, 2008 BE APPROVED AS SUBMITTED.

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

III.

The meeting was open to the public for a period not to exceed twenty minutes. No members of the public chose to speak.

IV.

Sharon Montague, Special Services Director, stated that the Friends' Spring Book Sale is scheduled from April 3, 2008 through April 6, 2008.

Mr. Sanchez entered the meeting at 7:29 P.M.

V.

President Wright, David Ruff, Peg Webb, and Meghan Carney reported on programs attended at the 2008 Public Library Association Annual Meeting.

VI.

President Wright distributed a packet of NSLS trustee information items and then reviewed and updated the 2008 Board Calendar.

VII.

David Ruff, Executive Director, stated that Circulation statistics were up 8% over last month. Mrs. Montague reported that the Volunteer Luncheon is scheduled on April 25, 2008. Mrs. Kwandras reported on the April 23, 2008 program, Mrs. Abraham Lincoln, which the Library and the Rolling Meadows Historical Society are co-sponsoring. Mr. Ruff said he has been asked to present a poster session to explain the Library's Global Positioning System History Hike program at the annual American Library Association meeting in June.

VIII.

Mrs. Pauly, NSLS Representative, reported that Illinois Library Day will be celebrated in Springfield, IL on April 10, 2008.

IX.

There was no Unfinished Business.

X.

- A. Mrs. Hart, Finance Committee Chair, stated that the Committee met on April 1, 2008 to review income and expenses.

B. Mrs. Hart moved that:

ACCOUNTS PAYABLE DATED MARCH 28, 2008 IN THE AMOUNT OF \$263,819.33 BE APPROVED FOR PAYMENT.

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

C. Mrs. Threadgill, Planning Committee Chair, stated a meeting is scheduled on April 15, 2008.

D. Sharon Montague, Special Services Director, compared the operation of the Library's Duplicator with current Digital Duplicators available. Mrs. Montague then presented her vendor recommendation based on bids received and products reviewed.

Mrs. Webb moved that:

THE BOARD APPROVE THE AWARD OF THE DIGITAL DUPLICATOR PURCHASE CONTRACT TO RISO, FOR AN AMOUNT NOT TO EXCEED \$17,500.00, AS SUMMARIZED IN ATTACHMENT C – 04/01/08.

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

Mrs. Semple entered the meeting at 8:14 P.M.

E. Mrs. Kremer, Bylaws Committee Chair, stated that the Committee will meet on April 10, 2008 to begin the annual review of Bylaws and Library Policy Manual.

F. Mrs. Semple, Personnel Committee Chair, stated that the Committee will meet on May 28, 2008 to begin the annual Salary Classification review.

G. Mrs. Pauly, Development Committee Chair, said a meeting was held on April 1, 2008 to develop the Board Survey and the Executive Director's Annual Performance Review.

H. Mrs. Threadgill moved that:

THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(1) TO DISCUSS THE EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE REVIEW AND GOALS FOR 2008 AS PRESENTED IN CLOSED ATTACHMENT D – 04/01/08.

Following a 5 minute recess, the Board entered into Closed Executive Session at 8:35 P.M.

The Board returned to open session at 9:20 P.M.

I. Mrs. Semple moved that:

AT THE UNANIMOUS REQUEST OF THE BOARD, THE PRESIDENT WILL MEET WITH THE EXECUTIVE DIRECTOR TO PRESENT, IN DETAIL, THE BOARD'S ANNUAL EVALUATION OF HIS PERFORMANCE.

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

There was no Other New Business.

XI.

Mrs. Webb moved that:

THE MEETING BE ADJOURNED.

The meeting was adjourned at 9:23 P.M.