

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
August 5, 2008

I.

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

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

Also present were David Ruff, Executive Director; Lucia Khipple, Library Assistant Director and Director of Youth Services; Joyce Schweda, Technical Services Director; Mary Constance Back, Director of Readers' Services; Mary Sebela, Director of Circulation Services; Jennifer Collette, Reference Services Director; Sharon Montague, Special Services Director; Roy Minnich, Building Services Director; Andrea Worth, Friends of the Library President; Pat Gottschlich, Administrative Services Coordinator; and Pat Konn.

Absent were Semple and Webb.

In a deviation from the agenda, Item V. The Educational Presentation was moved to this point in the meeting and presented in the Community Room.

V.

Sharon Montague, Special Services Director, presented an overview of the Special Services Department.

Mrs. Semple entered the meeting at 7:12 P.M.

Following the Educational Presentation, and a five minute recess, those in attendance moved to the Board Room at 7:20 P.M.

II.

Mrs. Semple moved that:

**THE SECRETARY'S MINUTES DATED JULY 1, 2008 BE APPROVED AS SUBMITTED.**

Following the opportunity for discussion, the question was called. The motion carried 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 chose to speak.

IV.

Andrea Worth, President of the Friends of the Library, reported on the success of the Summer Book Sale.

VI.

President Wright reviewed and updated the 2008 Board Calendar and then thanked all the Board and Staff Committees Members serving in 2008/2009. As part of the Library Visits Program, Board Members presented reports on five libraries recently visited. President Wright stated that the Northwestern University Library tour is scheduled on Thursday, August 21, 2008. Contact Ruth Wagner to R.S.V.P.

VII.

David Ruff, Executive Director, reported that the Circulation statistics were up 2% year to date. Mr. Ruff said the Library Visit figure was down over 7% year to date, probably due to a malfunctioning door counter. Mrs. Khipple reported that the Youth Services Summer Reading Program was highlighted in a Daily Herald article in July. The updated Board Contact List was reviewed and additional corrections noted.

VIII.

Mrs. Pauly, NSLS Representative, reported on the Continuing Education classes offered at the System in November.

IX.

There was no Unfinished Business.

X.

- A. Mrs. Hart, Finance Committee Chair, stated that the Committee met today to review income and expenses.
- B. Mrs. Hart moved that:

**ACCOUNTS PAYABLE DATED AUGUST 1, 2008 IN THE AMOUNT OF \$253,538.51 BE APPROVED FOR PAYMENT.**

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

- C. Mr. Ruff led a discussion of the Fiscal 2009 Budget Priorities, part of the FY2009 budget preparation process.

- D. Mrs. Threadgill, Planning Committee Chair, stated that a meeting was held on July 22, 2008 to discuss the Youth Services Renovation Schedule and Building and Maintenance needs for FY2009. The next meeting is on December 9, 2008.
- E. Mrs. Kremer, Bylaws Committee Chair, said no meeting was held. The next meeting is on August 14, 2008.
- F. Mrs. Semple, Personnel Committee Chair, stated that a meeting was held on July 9, 2008 to complete the Salary Classification review and continue the Employee Handbook review. The next meeting is on September 17, 2008.
- G. Mrs. Semple moved that:

**THE BOARD APPROVE THE UPDATED SALARY RANGES AS PRESENTED IN ATTACHMENT E – 8/05/08.**

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

- H. Mrs. Pauly, Development Committee Chair, reported that no meeting was held and none is scheduled.
- I. There Was No Other New Business.

XI.

Mrs. Threadgill moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved. The meeting adjourned at 9:16 P.M.

\_\_\_\_\_ Date \_\_\_\_\_  
 Marsha Kremer  
 Secretary - Rolling Meadows Library Board