

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
October 7, 2008

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:03 P.M.

Present were Hart, Konn, Kremer, Pauly, Sanchez, Semple, 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; Joyce Schweda, Technical Services Director; Sharon Montague, Special Services Director; Roy Minnich, Building Services Director; Pat Gottschlich, Administrative Services Coordinator; and Pat Konn.

II.

Mrs. Threadgill moved that:

THE SECRETARY'S MINUTES DATED SEPTEMBER 2, 2008 BE APPROVED AS SUBMITTED.

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

Mrs. Semple moved that:

THE SECRETARY'S CLOSED MINUTES DATED SEPTEMBER 2, 2008 BE APPROVED AS SUBMITTED.

Following the opportunity for discussion, the question was called. The motion carried unanimously 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.

Sharon Montague, Friends of the Library Liaison, reported that the next book sale is scheduled November 20, 2008 through November 23, 2008.

V.

Mr. Ruff, Library Executive Director, reviewed the Freedom of Information and Open Meetings Acts as part of the Library's and the Board Per Capita Grant application.

VI.

President Wright reviewed and updated the 2008 Board Calendar and invited those in attendance to Mr. Ruff's FY2009 Budget Presentation to the City on October 21, 2008.

VII.

Mr. Ruff, Executive Director, reported that statistics were trending upward with Questions Asked up 8% and Internet Sessions up 29% year-to-date. A drop in Library Visits, due to the recently replaced malfunctioning door counter will be corrected with the installation of the new door counter. Mr. Ruff stated that the affected monthly visit statistics will be adjusted. Mr. Ruff said that the Rolling Meadows Historical Society annual membership drive is underway and that a joint program titled, *A Tea with Susan B. and Elizabeth C.*, will be held at the library on October 15, 2008.

VIII.

Mrs. Pauly, NSLS Representative, stated that there will be an NSLS Open House on October 24, 2008 and suggested a visit to the NSLS website to find program updates and event offerings.

IX.

There was no Unfinished Business.

X.

- A. Mrs. Hart, Finance Committee Chair, stated that the Committee met today to review income and expenses. Mr. Ruff explained that the Budget vs. Actual Report will be corrected as the City and the Library complete their reconciliation based on the auditor's suggestion. The figures reported on the Income and Expenses report are correct as stated and are presented for approval tonight.
- B. Mrs. Hart moved that:

ACCOUNTS PAYABLE DATED SEPTEMBER 30, 2008 IN THE AMOUNT OF \$321,610.38 BE APPROVED FOR PAYMENT.

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

- C. Mrs. Hart moved that:
THE BOARD APPROVE THE FY2009 BUDGET AS PRESENTED IN ATTACHMENT C – 10/07/08.

Following Mr. Ruff's budget presentation and an opportunity for discussion, the question was called. The motion carried unanimously on a roll call vote.

- D. Mrs. Semple moved that:

THE BOARD APPROVE THE LIBRARY'S ANNUAL PER CAPITA GRANT APPLICATION AS PRESENTED IN ATTACHMENT D – 10/07/08.

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

- E. Mrs. Threadgill, Planning Committee Chair, stated that a special meeting was held on September 24, 2008 to tour and consider changes to landscaping and tree trimming/removal on the west side of the building. The next meeting is scheduled on December 9, 2008.

- F. Mrs. Threadgill moved that:

THE BOARD APPROVE THE REMOVAL OF SIX TREES, WITH APPROPRIATE REPLACEMENT, INCLUDING THE EXPENSE FOR MULCH, AS PRESENTED IN ATTACHMENT E – 10/07/08.

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

- G. Mrs. Kremer, Bylaws Committee Chair, stated that no meeting was held and none is scheduled.

- H. Mrs. Kremer moved that:

THE BOARD APPROVE AMENDMENTS TO THE LIBRARY BYLAWS ON THIS SECOND READING, AS PRESENTED IN ATTACHMENT F – 10/07/08.

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

- I. Mrs. Semple, Personnel Committee Chair, stated that a meeting was held on September 17, 2008 and another meeting will be held on October 23, 2008 to complete the Employee Handbook and Job Description Reviews.

- J. Mrs. Pauly, Development Committee Chair, stated that no meeting was held.

K. Mrs. Pauly moved that:

THE BOARD APPROVE THE RESOLUTION ESTABLISHING THE REGULAR MEETING DATES OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF ROLLING MEADOWS, COOK COUNTY, ILLINOIS, FOR FISCAL YEAR 2009 AS PRESENTED IN ATTACHMENT G – 10/07/08.

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

L. Mrs. Pauly moved that:

THE BOARD APPROVE THE BOARD MEETING EDUCATIONAL PRESENTATIONS FOR 2009 AS PRESENTED IN ATTACHMENT H – 10/09/08.

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

M. There Was No Other New Business.

XI.

Mrs. Kremer moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved. The meeting adjourned at 9:15 P.M.

Marsha Kremer _____
Secretary - Rolling Meadows Library Board

Date _____