

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
November 4, 2008

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:02 P.M.

Present were Hart, Konn, Pauly, Sanchez, Semple, Threadgill, Webb, and Wright.

Also present were David Ruff, Executive Director; 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; Ruth Wagner, Administrative Associate; Julie Tang, Administrative Financial Coordinator; Pat Gottschlich, Administrative Services Coordinator; and Pat Konn.

Absent was Kremer.

II.

Mrs. Semple moved that:

THE SECRETARY'S MINUTES DATED OCTOBER 7, 2008 BE APPROVED AS SUBMITTED.

Following the opportunity for discussion,

Mrs. Webb moved that:

DOLLAR AMOUNTS BE RECORDED IN FUTURE BOARD MINUTES IF DOLLAR AMOUNTS WERE INCLUDED IN THE BOARD MOTION.

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

Mrs. Semple moved that:

THE SECRETARY'S MINUTES DATED OCTOBER 7, 2008 BE APPROVED, AS AMENDED TO INCLUDE IN PART X, SECTION C THE WORDS, *IN THE AMOUNT OF \$3,553,585.00* AND TO INCLUDE IN PART X, SECTION F THE WORDS, *IN THE AMOUNT OF \$3200.00 AND NOT TO EXCEED \$5,000.00.*

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.

Julie Tang, Ruth Wagner, and Pat Gottschlich presented an overview of their Administration Department duties.

VI.

President Wright reviewed and updated the 2008 Board Calendar and invited those in attendance to attend the second reading of the FY2009 Budget on November 18, 2008 and the final reading on November 25, 2008 at City Hall. President Wright noted that the 2008 Holiday Party invitations were included in the Board Member' folders and then complimented the Maintenance Staff on the replacement of overgrown and dead trees which has prompted many positive comments from staff and patrons alike.

VII.

Mr. Ruff, Executive Director, reported that a new Monthly Statistical Summary will now be included as part of the Monthly Statistics report. Mr. Ruff stated that the Visits Number is still low and calibrating the new door counter may solve this problem. Mr. Ruff lead a discussion of Internet usage figures and the possible effects of next year's increased bandwidth and Ethernet hookups on those figures.

VIII.

Mrs. Pauly, NSLS Representative, reported the 2009 NSLS Legislative Breakfast is scheduled on February 16, 2008. An NSLS Digital Past Program will be held on November 13, 2008. Mrs. Pauly reminded those in attendance that nominations for 2008 NSLS Membership Awards are due by December 12, 2008.

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 OCTOBER 31, 2008 IN THE AMOUNT OF \$250,584.51 BE APPROVED FOR PAYMENT.

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

C. Mrs. Threadgill, Planning Committee Chair, reported the next meeting is schedule on December 9, 2008.

D. In the absence of Mrs. Kremer, Bylaws Committee Chair, Mrs. Semple reported for the Committee. No meeting was held in October.

E. Mrs. Semple, Personnel Committee Chair, reported that a meeting is scheduled on November 20, 2008 to continue the annual review of the *Employee Handbook*. Mrs. Semple discussed Credit Union and Employee Assistance Program eligibility for Board members. Website and eligibility information will be provided to the Board and an Employee Assistance speaker will be scheduled as part of the December Board meeting.

F. No action was taken on Attachment C – 11/04/08 - it will be considered in December, following Board receipt of Credit Union and Employee Assistance information

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

H. President Wright drew attention to the updated Bylaws pages in the Board folders. Mrs. Threadgill said that Mr. Sanchez did attend the September 24, 2008 Planning Committee but is listed as absent in the minutes and requested a correction.

There Was No Other New Business.

XI.

Mrs. Hart moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved. The meeting adjourned at 8:37 P.M.

Marsha Kremer _____
Secretary - Rolling Meadows Library Board

Date _____