

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
December 2, 2008

I.

Vice-President Threadgill called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:00 P.M.

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

Also present were David Ruff, Executive Director; Lucia Khipple, Assistant Library Director and Youth Services Director; Mary Sebela, Director of Circulation Services; Joyce Schweda, Technical Services Director; Sharon Montague, Special Services Director; Roy Minnich, Building Services Director; Mary Barber, Bensinger, DuPont and Associates Representative; Pat Gottschlich, Administrative Services Coordinator; and Pat Konn.

Absent were Kremer, Pauly, and Wright.

V.

In a deviation from the agenda the Educational Presentation: Employee Assistance Program Overview, Agenda Item V, was presented at this point in the meeting in the Library Community Room.

Following the completion of the educational program, those in attendance moved to the Board Room at 7:45 P.M.

II.

Mrs. Semple moved that:

**THE SECRETARY'S MINUTES DATED NOVEMBER 4, 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 on the success of the November Book Sale and noted that the Friends' "Winter Village" Exhibit would be on display shortly.

VI.

Vice-President Threadgill stated that the 2009 Board Calendar would be available at the next meeting in January. Mrs. Threadgill invited those in attendance to the annual Staff Holiday Party on December 7<sup>th</sup>.

VII.

Mr. Ruff, Executive Director, reviewed the statistics included in the new Monthly Statistical Summary and noted that November 2008 figures were up over the same month last year; Questions Asked increased by 11.3%, Visits by 8.4%, and Circulation by 11.8%. Mr. Ruff expressed appreciation for a \$1,000.00 gift card given to the Library by Staples, which will be used to purchase copier toner and ink. Mrs. Khipple, Library Assistant Director, reported on the student letters and positive comments received after Darlene Eiffes' International Explorers program presented at the Willow Bend School.

VIII.

In the absence of Mrs. Pauly, NSLS Representative, Mr. Ruff reported that the NSLS Annual Awards Banquet is scheduled on March 20, 2009. Contact Ruth Wagner if you are interested in registering for an NSLS class. Classes are listed on the NSLS Website.

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 NOVEMBER 26, 2008 IN THE AMOUNT OF \$259,402.68 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 PURCHASE OF A USED PERSONNEL LIFT, IF FUNDS ARE AVAILABLE IN 2008, FOR A PRICE NOT TO EXCEED \$6,000.00, AS PRESENTED IN ATTACHMENT C – 12/02/08.**

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

- D. Mrs. Threadgill, Planning Committee Chair, reported the next meeting is scheduled on December 9, 2008 to discuss the Youth Services renovation.
- E. In the absence of Mrs. Kremer, Bylaws Committee Chair, Mrs. Semple reported for the Committee. No meeting was held in November.
- F. Mrs. Semple, Personnel Committee Chair, reported that a meeting was held on November 20, 2008. A meeting is scheduled on January 15, 2009 to complete the annual review of the *Employee Handbook*.
- G. Mrs. Hart moved that:

**THE BOARD APPROVE A 2009 PAY RATE INCREASE ADJUSTMENT TO 3.42% WITH AN OPTION FOR A MID-YEAR REVIEW OF THE CPI TO DETERMINE IF THE RATE SHOULD BE INCREASED AT THAT TIME.**

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

- H. Mrs. Semple moved that:

**THE BOARD APPROVE EXTENDING EMPLOYEE ASSISTANCE SERVICES (EAP) TO BOARD MEMBERS AS PRESENTED IN ATTACHMENT E – 12/02/08.**

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

- I. In the absence of Mrs. Pauly, Development Committee Chair, Mr. Ruff stated that no meeting was held.
- J. There Was No Other New Business.

XI.

Mrs. Webb moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved. The meeting adjourned at 8:49 P.M.

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

Date \_\_\_\_\_