

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
NOVEMBER 6, 2018

**I.**

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

Present: Arroyo, Erturk, Horn, Kremer, Semple, Threadgill, Vange, Webb, and Wright

Absent: None

Also present: Mary Constance Back, Readers' Services Director; Jennifer Collette, Reference Services Director; Sabri Kecici, Building Services Director; Lucia Khipple, Assistant Director & Youth Services Director; Sharon Montague, Special Services Director; Steve Rossi, Technical Services Director; Mary Sebela, Circulation Services Director; and David Ruff, Library Executive Director.

**II.**

Ms. Semple moved that:

**THE SECRETARY'S OPEN MINUTES DATED OCTOBER 2, 2018 BE APPROVED.**

Following the opportunity for discussion, the question was called. The motion was unanimously approved 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 were in attendance.

**IV.**

Ms. Montague announced that next Friends' Booksale is scheduled for November 15 – 18.

**V.**

Ms. Back, Ms. Collette, and Ms. Khipple presented an overview of the Library's Reference and Readers' Advisory services and evaluated them using the checklist provided in Servicing Our Public 3.0: Standards for Illinois Public Libraries, 2014. They were happy to report that our Library meets and exceeds the listed standards.

## VI.

President Wright directed everyone's attention to the upcoming educational presentations listed in Attachment A. President Wright, Ms. Back, Ms. Kremer, Ms. Webb, and Ms. Vange all spoke of the success of another well-attended Book Lover's Day Program.

## VII.

Mr. Ruff noted that the August and September usage statistics are included in the Board's Blue Folders. Questions Asked and Program Attendance continue their strong performance year-to-date. He also reminded the Board that the final two Levy Hearings at City Hall will be held on November 13 and 27.

## VIII.

Unfinished Business

There was no Unfinished Business.

## IX.

New Business

A. Ms. Webb, Finance Committee Chair, reported that the Committee met today to review this month's expenses as presented in Attachment B – 11/06/18.

B. Ms. Webb moved that:

**ACCOUNTS PAYABLE DATED OCTOBER 31, 2018 IN THE AMOUNT OF \$294,079.27 BE APPROVED FOR PAYMENT.**

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

C. Ms. Webb moved that:

**THE BOARD ENGAGE THE ACCOUNTING FIRM OF McLURE, INSERRA OF ARLINGTON HEIGHTS, IL TO CONDUCT THE LIBRARY'S ANNUAL AUDIT AS PRESENTED IN ATTACHMENT C – 11/06/18.**

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

D. Planning Committee Chair Threadgill noted that there will be one more Planning Committee Meeting on Wednesday, November 21, 2018 at 10:00 am to discuss

construction bids received for the North Expansion Project. Mr. Ruff summarized the following ongoing projects:

East Wing Soffit Repair; Soffit Inspection Of The Entire Building; Staff Entrance Concrete Repair; East Wing Stucco Repair; and Fire Alarm Replacement Panel.

E. Ms. Threadgill moved that:

**THE BOARD APPROVE THE PURCHASE OF A NEW SERVER FROM THE LOWEST RESPONSIBLE BIDDER, PACE SYSTEMS (\$8,388), AS PRESENTED IN ATTACHMENT C – 11/06/18, FOR AN AMOUNT NOT TO EXCEED \$9,000.**

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

F. Bylaws Committee Chair Kremer reported that the Committee completed its work and has no further meetings scheduled for this year.

G. Personnel Committee Chair Semple reported that the Committee completed its work and has no further meetings scheduled for this year.

H. Heritage Committee Chair Wright reported that the Committee completed its work and has no further meetings scheduled for this year.

I. Ms. Semple moved that:

**THE BOARD APPROVE THE NOMINATION OF CAROL HACKER AND SYLVIA VANGE FOR INCLUSION IN THE ROLLING MEADOWS LIBRARY LEGACY PROJECT, AND THAT THEY BE HONORED AT THE 2019 VOLUNTEER LUNCHEON.**

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

J. Development Committee Chair Horn reported that the Committee completed its work and has no further meetings scheduled for this year.

K. Other New Business

There was no other new business.

**X.**

Ms. Webb moved that the meeting be adjourned. The motion was unanimously approved on a voice vote.

The meeting adjourned at 7:47 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_