

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
OCTOBER 2, 2018

**I.**

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

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

Absent: Arroyo

Also present: Mary Constance Back, Readers' Services Director; Jennifer Collette, Reference 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. Vange moved that:

**THE SECRETARY'S OPEN MINUTES DATED SEPTEMBER 4, 2018 BE APPROVED.**

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

Ms. Threadgill moved that:

**THE SECRETARY'S CLOSED MINUTES DATED SEPTEMBER 4, 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.

Members of the Board and staff that visited the DeKalb Public Library reported on their visit and analysis of its recent building expansion.

## VI.

President Wright directed everyone's attention to the upcoming educational presentations listed in Attachment A.

## 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 provided them with information and links to the continuing education requirements for the Per Capita Grant. These included Trustee review of: Disability Awareness Training; Illinois Veteran's History Project; and Chapters 6 – 10 from the Trustee Facts File, Third Edition. Mr. Ruff reported that 8<sup>th</sup> District Congressman Raja Krishnamoorthi nominated the Library for the National Medal For Museum & Library Service. He reminded everyone that Book Lover's Day programming is scheduled for Thursday, October 18. Mr. Ruff reported that he participated in a focus group meeting to discuss updates to the City's Comprehensive Plan. He also shared a letter from two patrons addressed to "The Two Mary's" at the Circulation Desk. The letter is from a patron who recently moved from Rolling Meadows to St. Paul, Minnesota. They thanked the Library (and especially Mary Sebela and Mary Ivory-Coulomb) for the excellent service they received here.

## 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 – 10/02/18.
- B. Ms. Webb moved that:

**ACCOUNTS PAYABLE DATED SEPTEMBER 30, 2018 IN THE AMOUNT OF \$275,012.48 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 APPROVE THE FY2019 LIBRARY BUDGET AS PRESENTED IN ATTACHMENT C – 10/02/18.**

She then asked Mr. Ruff to provide an overview of the key elements of the budget.

Mr. Ruff noted that the 2019 Budget assumes a 2.1% levy increase and provides funding for an expansion of the Receiving Room in the area of the current Loading Dock. This project has been referred to as the “North Expansion”. He reminded the Board that the expectation is to complete the North Expansion without creating any debt. Also highlighted was the project to convert all interior fluorescent lights to L.E.D. lighting. The Library will attempt to complete the project in Fiscal 2019 as part of a program in which ComEd is expected to fund approximately half of the estimated \$80,000 conversion cost. He concluded with an overview of the other significant funding and expense items in the budget.

President Wright thanked all the Library’s Committees and Library Staff for their work in creating the 2019 Budget.

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 at least one more Planning Committee Meeting this year to discuss construction bids received for the North Expansion Project. This meeting will likely be scheduled for late October or sometime in November depending on final approval of plans submitted to the City’s Community Development Department.
- E. Bylaws Committee Chair Kremer reported that the Committee completed its work and has no further meetings scheduled for this year.
- F. Personnel Committee Chair Semple reported that the Committee completed its work and has no further meetings scheduled for this year.
- G. Mr. Wright reported that the next Heritage Committee meeting is scheduled for tomorrow, Wednesday, October 3, at 10:00 A.M. At that meeting, the committee will continue to discuss Legacy Project plans for 2019 and possible events in 2020 associated with the Library’s 60<sup>th</sup> anniversary of service to the community.
- H. Ms. Horn reported that the Development Committee met on Wednesday, September 26, 9:15 A.M.

I. Ms. Horn 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 2019 AS PRESENTED IN ATTACHMENT D – 10/02/18.**

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

J. Ms. Horn provided an overview of the Educational Presentations for 2019 as presented in Attachment E – 10/02/18.

K. Other New Business

There was no other new business.

**X.**

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

The meeting adjourned at 7:58 P.M.

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

Date \_\_\_\_\_