

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
SEPTEMBER 4, 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: Kremer, Semple, Threadgill, Vange, Webb, and Wright

Absent: Arroyo, Erturk, and Horn

Also present: Jennifer Collette, Reference Services Director; Sabri Kecici, Building 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 AUGUST 7, 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. She also noted that the new Vice President is Donna Harrison.

V.

Steve Rossi, Director of Technical Services, provided a thorough behind the scenes look at the work of Technical Services. President Wright thanked him and his staff for all the fine work they do on behalf of the library.

VI.

President Wright directed everyone's attention to the upcoming educational presentations listed in Attachment A. He also reminded the Board that the Staff Service Awards Program is scheduled for Wednesday, September 19, at 1 P.M.

VII.

Mr. Ruff noted that the August usage statistics are not yet compiled and will be presented next month. He gave updates on the Fire Panel Replacement Project and the North Expansion Project timetable. The 2019 Budget Hearing schedule was discussed. An overview of the Per Capita Grant's continuing education requirement for the Board was also presented.

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.
- B. Ms. Webb moved that:

ACCOUNTS PAYABLE DATED JULY 31, 2018 IN THE AMOUNT OF \$353,504.80 BE APPROVED FOR PAYMENT.

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

- C. Mr. Ruff gave an overview of the 2019 budget planning process, and stated that the final draft will be complete when the August inflation rate reports become available. He noted that he expects the library's levy increase to be at or under 3%. He also reminded the Board that the expectation is to complete the North Expansion without creating any debt.
- D. Planning Committee Chair Threadgill gave a further overview of the North Expansion and Fire Panel Replacement Projects.
- E. Ms. Webb moved that:

The Board enter into an intergovernmental agreement with the City Of Rolling Meadows for the use of the Library in the event of a community emergency. The agreement is presented in Attachment C – 09/04/18.

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

F. Ms. Semple moved that:

The Board purchase and install security cameras near the East and West Parking Lots as described in Attachment D – 09/04/18.

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

G. Ms. Vange moved that:

The Board accept the bid of Current Technologies of Lombard, Illinois to supply and install two additional security cameras and an upgraded server as per Attachment D – 09/04/18 for an amount not to exceed \$6,000.

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

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

I. Ms. Kremer moved that:

The Board correct the Unattended Child Policy to reference “Children Under “8”, not “7” as per Attachment E – 09/04/18.

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

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

K. Mr. Wright reported that the next Heritage Committee meeting is scheduled for Thursday, September 20, 9:15 am.

L. Mr. Wright noted that at its September 20, 2018 meeting, the Heritage Committee will discuss possible events associated with the Library’s 60th anniversary of service to the community. He thanked Ms. Semple for her historical research in bringing this item to the Board’s attention.

M. Ms. Horn reported that the next Development Committee meeting is scheduled for Wednesday, September 26, 9:15 am.

N. Ms. Webb moved that:

THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(21) TO DISCUSS MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT AS PART OF THE SEMI-ANNUAL REVIEW MANDATED BY SECTION 2.06.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered Closed Session at 7:50 P.M.

The Board returned to Open Session at 7:54 P.M.

O. Ms. Vange moved that:

THE BOARD RELEASE THE ITEMS DESIGNATED IN CLOSED ATTACHMENT F – 09/04/18 AND REVIEWED UNDER 5 ILCS 120/2(C)(21) AS NO LONGER NEEDING CONFIDENTIAL TREATMENT AND MAY BE MADE AVAILABLE FOR PUBLIC INSPECTION.

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

P. Ms. Vange moved that:

THE BOARD DESTROY ALL VERBATIM RECORDS AND TAPES OF CLOSED SESSION MEETINGS MORE THAN 18 MONTHS OLD IN ACCORDANCE WITH THE PROCEDURE DESCRIBED IN 5 ILCS 120/2.06(C) AND IN ACCORDANCE WITH LIBRARY BYLAWS.

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

Q. Other New Business

There was no other new business.

X.

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

The meeting adjourned at 8:00 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____