

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
AUGUST 7, 2018

I.

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:10 P.M.

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

Absent: Kremer

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

II.

Ms. Vange moved that:

THE SECRETARY'S OPEN MINUTES DATED JULY 3, 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 the Friends Booksale brought in over \$4,800. She reminded everyone that the next Friends' Booksale is scheduled for November 15 – 18.

V.

Mr. Ruff provided an overview of the 2019 Library Budget and highlighted several special projects scheduled for next year. Foremost among the special projects will be the North Expansion to provide storage space and to update the staff entrance to bring it into compliance with changes in the Americans With Disabilities Act (ADA).

VI.

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

VII.

Mr. Ruff reviewed the monthly usage statistics. He announced that both the 2017 (\$18,000) and 2018 (\$30,123.75) Per Capita Grant funds have been received from the State and deposited in the Library's account. Mr. Ruff noted that Rob Williams has been named to fill the City Council seat for the 7th Ward, previously held by Tim Veenbaas.

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 \$275,038.15 BE APPROVED FOR PAYMENT.

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

- C. Planning Committee Chair Threadgill stated that the next Planning Committee meeting date has not yet been set.
- D. Ms. Webb moved that:

THE BOARD INSTRUCT THE DIRECTOR TO PREPARE A BID PACKAGE AND OBTAIN BIDS TO UPGRADE THE LIBRARY'S FIRE ALARM CONTROL PANEL AS PER THE FIRE MARSHAL'S RECOMMENDATION AS DESCRIBED IN ATTACHMENT C – 08/07/18.

Following a discussion in which Mr. Ruff reminded everyone that this was not a final vote on the project itself, but just a directive to prepare a bid package and obtain bids, the motion carried unanimously on a roll call vote.

E. In Ms. Kremer's absence, Ms. Semple noted that the updates to the Library Bylaws are in each Board Member's Blue Board Meeting Folder. She also noted that no further Bylaws meetings are scheduled for this year.

F. Ms. Semple moved that:

THE BOARD APPROVE PROPOSED UPDATES TO THE LIBRARY POLICIES AS PRESENTED IN ATTACHMENT D – 08/07/18.

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

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

H. Ms. Semple moved that:

THE BOARD APPROVE UPDATES TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT E – 08/07/18.

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

I. Ms. Semple moved that:

THE BOARD APPROVE THE UPDATED SALARY RANGES AS PRESENTED IN ATTACHMENT F – 08/07/18.

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

J. Mr. Wright reported that the next Heritage Committee meeting date has not been set, but that he expects a meeting to be scheduled for September.

K. Development Committee chair Horn stated that the next Development Committee meeting date has not been set, but she expects a meeting to be scheduled for September.

L. Other New Business

President Wright reminded everyone that the 2018/2019 Board/Staff Committee List has been distributed through the Blue Board Meeting Folders. Also included in the folders is the final bound copy of the Audit Report for Fiscal 2017.

X.

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

The meeting adjourned at 8:19 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____