

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
JUNE 6, 2017

I.

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

Present were: Arroyo, Erturk, Horn, Kremer, Semple, Threadgill, Vange, Webb, & Wright.

Absent were: No one was absent

Also present were Mayor Len Prejna; City Council Library Liaison Rob Banger; Mary Constance Back, Reader's Services Director; Jennifer Collette, Reference Services Director; Sabri Kecici, Building Services Director; Sharon Montague, Special Services Director; Steve Rossi, Technical Services Director; David Ruff, Library Executive Director.

II.

Ms. Vange moved that:

THE SECRETARY'S MINUTES DATED MAY 2, 2017 BE APPROVED.

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.

President Wright introduced Mayor Len Prejna to the Board. Mayor Prejna discussed city projects and goals and noted the contribution the Library makes to the community. The Board thanked Mayor Prejna for attending the meeting and for all the support the library received from the City during the current expansion project.

Mayor Prejna left the meeting at 7:15 P.M to attend another City Meeting.

Ms. Erturk left the meeting at 7:18 P.M.

IV.

Ms. Montague reported that the Friends will participate in the 4th Of July Parade and that the next booksale will be July 13 – 16.

V.

The educational presentation was deferred this month to make time for Mayor Prejna's visit.

VI.

President Wright reminded everyone of future educational presentations and thanked Vice President Threadgill for filling in during his absence.

VII.

Mr. Ruff summarized the monthly usage statistics. Ms. Montague noted the Summer Reading promotional items purchased with Friends Of The Library donations. Mr. Ruff noted the upcoming American Library Association and Public Library Association meetings in Chicago. Mr. Ruff also provided a print-out of American Library Association (ALA), Public Library Association (PLA), Illinois Library Association (ILA), and Reaching Across Illinois Library System (RAILS) web pages and upcoming events.

VIII.

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. She also reminded the Board that the Library's Audit Report will be presented on Tuesday, July 11, 2017. The Finance Committee will meet at 5:30 P.M. to do its review of current bills for payment. The Library's auditor, Judy Walther of McClure Inserra, will present a detailed summary of the 2016 audit from 6:00 P.M. to 7:00 P.M. and all Board members are invited to attend. Mr. Ruff noted that a draft of the Audit Report was in each Board Member's Blue Folder, and that they should submit any comments prior to the Friday, June 16 final printing.
- B. Ms. Webb moved that:

**ACCOUNTS PAYABLE DATED JUNE 2, 2017 IN THE AMOUNT OF \$364,726.78
BE APPROVED FOR PAYMENT.**

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

- C. Ms. Threadgill, Planning Committee Chair, gave an overview of May progress of the expansion project and what is planned for the June construction schedule. She also noted that furniture is expected to be delivered this month.
- D. Ms. Kremer, Bylaws Committee Chair, stated that there will be a Bylaws Committee Meeting Thursday, June 15, 2017, 9:15 A.M.
- E. Ms. Semple, Personnel Committee Chair, stated that the next Personnel Committee Meeting will be held on Thursday, June 15, 2017, 10:15 A.M.
- F. President Wright and the Board had many positive comments for Ms. Montague and her staff in organizing another successful Volunteer Luncheon. He asked the Board to feel free to give him any additional feedback and suggestions regarding this year's event.
- G. Ms. Horn, Development Committee Chair, reviewed the Board & Staff Survey results. She noted the general satisfaction in Board / Staff interaction and performance evident in the survey results. Some formatting suggestions for next year's survey were suggested to add clarity to some survey questions. One suggestion was to evaluate the library's advertising and public relations tools. Mr. Ruff suggested we provide an overview at the August Board Meeting of all the public relations tools currently employed by the library.
- H. Ms. Semple, provided an overview of the Library Board Officer nomination and election process. She asked that nominations be returned to her or the Administration Office by June 17, 2017.
- I. Other New Business

No additional items were discussed under Other New Business

X.

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

The meeting adjourned at 7:58 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date _____