

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
DECEMBER 5, 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: Horn, Kremer, Semple, Vange, Webb, and Wright.

Absent were: Arroyo, Erturk, & Threadgill

Also present were: Jennifer Collette, Sabri Kecici, Building Services Director; Reference Services Director; Lucia Khipple, Library Assistant Director and Youth Services Director; Sharon Montague, Special Services Director; Steve Rossi, Technical Services Director; Mary Sebela, Circulation Services Director; Technical Services Director, and David Ruff, Library Executive Director, and Lauren Van Dyke, Reference Librarian.

**II.**

Ms. Vange moved that:

**THE SECRETARY'S MINUTES DATED NOVEMBER 7, 2017 BE APPROVED, AS CORRECTED BY REMOVING THE EXTRA WORD "REPORTED" IN ITEM "IX. D."**

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 reported that the next Friends Booksale will be in March, 2018. The Friends Holiday Party will be on December 12. Ms. Montague reported that the November Booksale was very successful, and Ms. Vange noted that the income was between \$4,000 and \$5,000.

**V.**

Special Services Director Sharon Montague presented an informative overview of her department entitled *The Ins And Outs Of Special Services*. Her presentation focused on the scope and logistics of coordinating the library's marketing, decorating, newsletter, and much of its programming.

## VI.

President Wright directed everyone's attention to the upcoming educational presentations listed in Attachment G. He also commended everyone involved in making the Staff Awards Ceremony such a success. Especially helpful were Administrative Services Coordinator Kristin Troy's biographical information of each honoree and the room set-up assistance from Special Services Director Sharon Montague. He noted that the 12 staff honorees represented a combined 180 years of service to the Library.

## VII.

Mr. Ruff summarized the monthly usage statistics and reported on a tour of the library by a delegation of eight public administrators from Shenzhen, China. The tour was arranged by Rolling Meadows Business Advocate Martha Corner.

## VIII.

Unfinished Business

A. Ms. Semple moved that:

**THE BOARD APPROVE THE PURCHASE OF FOUR (4) SOFT SEATING CHAIRS FOR YOUTH SERVICES FROM CORPORATE CONCEPTS, INC. FOR A TOTAL OF \$3,860 PLUS SHIPPING & DELIVERY AS PRESENTED IN ATTACHMENT A – 12/05/17.**

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

## IX.

New Business

B. Ms. Webb, Finance Committee Chair, reported that the Committee met today to review this month's expenses.

C. Ms. Webb moved that:

**ACCOUNTS PAYABLE DATED NOVEMBER 30, 2017 IN THE AMOUNT OF \$258,602.55 BE APPROVED FOR PAYMENT.**

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

D. Ms. Webb moved that:

**THE BOARD ENGAGE THE ACCOUNTING FIRM OF MCCLURE, INSERRA OF ARLINGTON HEIGHTS, IL TO CONDUCT THE LIBRARY'S ANNUAL AUDIT FOR \$13,500.**

Following the opportunity for discussion, the motion was unanimously approved on a roll call vote.

E. Ms. Webb moved that:

**THE BOARD APPROVE THE LIBRARY'S ANNUAL PER CAPITA GRANT APPLICATION AS PRESENTED IN ATTACHEMNT C - 12/05/17.**

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

F. In the absence of Planning Committee Chair Threadgill, Mr. Ruff stated that the next meeting date has not been determined but will be set for early 2018.

G. Bylaws Committee Chair Kremer stated the next meeting date has not been determined but will be set for early 2018.

H. Ms. Kremer moved that:

**THE BOARD APPROVE PROPOSED UPDATES TO THE LIBRARY POLICIES AS PRESENTED IN ATTACHMENT D – 12/05/17.**

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

I. Personnel Committee Chair Semple stated that the next meeting date has not been determined but will be set for early 2018.

J. Ms. Semple moved that:

**THE BOARD APPROVE PROPOSED UPDATES TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT E – 12/05/17 AND WITH THE AMENDMENTS DISCUSSED INCLUDING A PAGE OF WEB ADDRESSES FOR RELEVANT PERSONNEL LAW STATUTES.**

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

K. Heritage Committee Chair Wright stated that the next meeting date has not been determined but will be set for early 2018.

L. Development Committee chair Horn stated that the next meeting date has not been determined but will be set for early 2018.

M. 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 2018 AS PRESENTED IN ATTACHMENT F – 12/05/17.**

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

N. Mr. Wright provided an overview of the Educational Presentations for 2018 as presented in Attachment G – 12/05/17.

O. Other New Business

No additional items were discussed under Other New Business

**X.**

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

The meeting adjourned at 8:12 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date \_\_\_\_\_