

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
May 7, 2013

I.

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

Present were: Cavi, Horn, Kremer, Pauly, Semple, Threadgill, Webb, and Wright.

Also present were David Ruff, Library Executive Director; Lucia Khipple, Library Assistant Director and Youth Services Director; Joyce Schweda, Technical Services Director; Mary Constance Back, Readers' Services Director; Mary Sebela, Circulation Services Director; Jennifer Collette, Reference Services Director; Sharon Montague, Special Services Director; Jamie Marscin, Graphics Library Associate; and Pat Gottschlich, Administrative Services Coordinator.

Absent was: Erturk.

II.

Mrs. Semple moved that:

THE SECRETARY'S MINUTES DATED APRIL 2, 2013 BE APPROVED AS SUBMITTED.

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

Mrs. Pauly moved that:

THE SECRETARY'S CLOSED MINUTES DATED APRIL 2, 2013 BE APPROVED AS SUBMITTED.

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. No members of the public chose to speak.

IV.

Mrs. Montague, Special Services Director, reported that the Friends met in April and reported that the Book Sale proceeds were approximately \$4,400.00. The Friends will march in the City's Memorial Day and 4th of July parades.

V.

Educational Presentation – Part 1. Mr. Ruff asked Mrs. Montague and Mrs. Marscin to discuss the process involved in producing their award winning Summer Reading Program flyers and brochures. The 2011 and 2012 program information received awards from the American Library Association. Those in attendance received a “sneak peek” at the 2013 program items. Three Library employees will be recognized at the American Library Association meeting, Mrs. Marscin, Mrs. Montague, and Dan Mauller. Mr. Mauller, a Youth Services Librarian, created and presents the Explorer Club program and has been invited to speak at the American Library Association about this program.

Educational Presentation – Part 2. Mr. Ruff gave an overview of the Library Visit Evaluation List. Trustee visits to the Oak Park and Elmhurst Libraries were discussed using the Collection, Layout, Atmosphere, Staff, and Security (C.L.A.S.S.) guidelines.

VI.

President Wright noted the updated Committee List, and Educational Presentation List. President Wright discussed a Library visit to the Chicago Art Institute, including the Ryerson and Burnham Libraries, in early August, September or October.

VII.

Mr. Ruff, Executive Director, presented a new format for reporting statistics which included a trend analysis. Circulation numbers have been improving while Internet Session numbers have declined, probably due to the wireless access now available in the Library. So far, there is no way to measure the wireless access numbers. Mr. Ruff also noted the new Legacy Project portraits have been added to the portrait collection above the Circulation Desk.

VIII.

Unfinished Business: Mr. Cavi asked where the Library Meeting information was published and information was presented in answer to this question.

IX.

- A. Mrs. Webb, Finance Committee Chair, stated that the Committee met today to review income and expenses. Mrs. Webb also reported that Mary Erturk, our new Trustee, will be serving on the Finance Committee. In addition, the final audit report has been received.
- B. Mrs. Webb moved that:

ACCOUNTS PAYABLE DATED MAY 3, 2013 IN THE AMOUNT OF \$278,523.83 BE APPROVED FOR PAYMENT.

Following the opportunity for discussion, the question was called. The motion carried.

- C. Mrs. Threadgill, Planning Committee Chair, reported that the scheduled Committee “walk around” was cancelled due to the weather. The concrete bench base in the Mary Hart Garden was discussed. Replacing the base with pavers is being considered. The elevator interlock installation has been completed and a new fence has been installed around the hot air vent near the Staff entrance. Necessary repairs to the heating system gas supply pipe were completed today. The next meeting is scheduled on May 29, 2013.
- D. Mrs. Kremer, Bylaws Committee Chair, stated the Committee met on April 18, 2013 to finish the Policy review.
- E. Mrs. Kremer moved that:

THE BOARD APPROVE PROPOSED UPDATES TO THE LIBRARY POLICIES AS PRESENTED IN ATTACHMENT C – 05-07-13.

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

Reformat the last bullet point and the following paragraph in the Internet Policy and exclude the Purchasing Policy from this vote for reconsideration at the June Board Meeting.

- F. Mrs. Semple, Personnel Committee Chair, stated that a meeting was held on April 18, 2013 to begin the annual review of the Employee Handbook. The next meeting is scheduled on June 6, 2013 to continue the Handbook Review.
- G. President Wright, Heritage Committee Chair, stated that a meeting was held on April 11, 2013 to review the Volunteer Luncheon. The next meeting is scheduled on September 12, 2013.
- H. Mrs. Pauly, Development Committee Chair, stated that a meeting was held on April 29, 2013 to compile information from the Board Surveys and review the June Nomination Procedures.
- I. Mrs. Pauly reviewed the Board Survey results.
- J. Other New Business:

No items were discussed under Other New Business.

X.

Mrs. Threadgill moved that the meeting be adjourned and, on a voice vote, the motion was unanimously approved. The meeting adjourned at 9:05 P.M.

_____ Date _____
 Marsha Kremer, Secretary
 Rolling Meadows Library Board