

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING  
OCTOBER 5, 2021

**I.**

President Wright called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:03 P.M in the Library Community Room.

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

Absent: Horn

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

**II.**

Ms. Threadgill moved that:

**THE SECRETARY'S MINUTES DATED SEPTEMBER 7, 2021 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 one from the public addressed the Board.

**IV.**

New Business:

A. Ms. Webb moved that:

**ACCOUNTS PAYABLE DATED SEPTEMBER 30, 2021 IN THE AMOUNT OF \$315,947.25 AS PRESENTED IN ATTACHMENT A – 10/05/21 BE APPROVED FOR PAYMENT.**

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

- B. Ms. Webb moved that:  
**THE BOARD APPROVE REVISIONS TO THE FY2022 LIBRARY BUDGET AS PRESENTED IN ATTACHMENT B – 10/05/21.**

Mr. Ruff gave an overview of the Fiscal 2022 Budget revisions as presented in Attachment B – 10/05/21. The revisions did not change the levy or the levy increase. The Capital Reserve Fund Rebuilding Line Item was increased to \$ 93,318. Following the opportunity for discussion, the question was called. The motion carried unanimously on a roll call vote.

- C. Ms. Threadgill moved that:

**THE BOARD ACCEPT THE BID OF FACILITY SOLUTION GROUP OF BENSENVILLE, ILLINOIS TO BEGIN THE NEXT PHASE OF THE LIBRARY'S L.E.D. LIGHTING CONVERSION PROJECT AS PRESENTED IN ATTACHMENT C – 10/05/21 AS THE LOWEST RESPONSIBLE BIDDER FOR BASE BID A IN THE AMOUNT OF \$23,225.**

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

- D. Ms. Kremer presented the updates for the Bylaws. This **1<sup>st</sup> Reading** will make possible a final vote to approve the updates at the November 2, 2021 Board Meeting. The updates were reviewed for the Board and were minimal. No Board Member had questions regarding the update.

## V.

### Reports:

- A. Board President Dick Wright described the Executive Director Search Committee's structure, membership, and process. The Committee will be chaired by Vice President Jean Threadgill. Their first meeting will be Thursday, October 12.
- B. Finance Committee Chairperson Peg Webb had no additional report.
- C. Planning Committee Chair Jean Threadgill had no additional report.
- D. Personnel Committee Chair Eunice Semple reminded everyone that the updated Employee Handbook is in this month's Board Packet.
- E. Bylaws Committee Chair Marsha Kremer noted that the committee will meet on Thursday, October 7 to complete the annual review of the Library's Policies.
- F. Heritage Committee Chair Dick Wright reported that no Heritage Committee meeting is scheduled at this time.

- G. Development Committee member David Ruff reported in Chairperson Suzanne Horn's absence. Mr. Ruff reported that Ms. Horn anticipates a meeting in November and will work with the committee and Mr. Ruff to set a date.
- H. Friends' Liaison Sharon Montague reported that the Friends will have a meeting October 12 at 6:30pm and are planning to have a booksale in November. Also that the recent vandalism to the Storywalk Project is being repaired by the Park District.
- I. Library Director David Ruff noted that City Finance Director Melissa Gallagher's last day with Rolling Meadows will be October 22. The Library has benefitted greatly by Ms. Gallagher's professionalism and willingness to assist whenever called upon. Mr. Ruff will deliver his 2022 Levy presentation to the City Council on Tuesday, October 19.

**VI.**

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

The meeting adjourned at 7:51 P.M.

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Marsha Kremer, Secretary  
Rolling Meadows Library Board

Date