

ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING
NOVEMBER 2, 2021

I.

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

Present: Horn, Kremer, Semple, Threadgill, Vange, Webb, and Wright

Absent: Arroyo, Erturk

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 Sebel, Circulation Services Director; Kristin Troy, Administrative Services Coordinator.

II.

Ms. Semple moved that:

THE SECRETARY'S MINUTES DATED OCTOBER 5, 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 OCTOBER 31, 2021 IN THE AMOUNT OF \$271,790.62 AS PRESENTED IN ATTACHMENT A – 11/02/21 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 ENGAGE THE ACCOUNTING FIRM OF ATA GROUP (FORMERLY McCLURE, INSERRA OF ARLINGTON HEIGHTS, IL) TO CONDUCT THE LIBRARY'S ANNUAL AUDIT.

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

- C. Ms. Kremer moved that:

THE BOARD GIVE FINAL APPROVAL TO THE UPDATED LIBRARY BYLAWS AS PRESENTED IN ATTACHMENT B – 11/02/21 (2nd Reading, Final Approval).

Following the opportunity for discussion, the question was called. The motion carried unanimously (7-0, Webb absent) on a voice vote.

- D. Ms. Kremer moved that:

THE BOARD APPROVE THE ISSUANCE OF NON-RESIDENT LIBRARY CARDS FOR THE NEXT TWELVE MONTHS AS PER 75 ILCS 5/4-7 - ATTACHMENT C – 11/02/21.

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

- E. Ms. Kremer moved that:

THE LIBRARY BOARD APPROVE PARTICIPATION IN RAILS LIBRARY SYSTEM'S RESOURCE SHARING PROGRAM, AS PRESENTED IN ATTACHMENT D – 11/02/21.

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

- F. Ms. Semple moved that:

THE BOARD APPROVE UPDATES TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT E – 11/02/21.

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

G. 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 2022 AS PRESENTED IN ATTACHMENT F – 11//02/21.

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

H. Ms. Semple moved that:

THE BOARD APPROVE THE LIBRARY'S ANNUAL PER CAPITA GRANT APPLICATION AS PRESENTED IN ATTACHMENT G – 11/02/21.

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

V.

Reports:

- A. Board President Dick Wright noted that the levy process for this year is coming to a close and looks very positive.
- B. Executive Search Committee Chair Jean Threadgill and Administrative Services Coordinator Kristin Troy described the search process developed by the committee and the timetable for key events.
- C. Finance Committee Chairperson Peg Webb had no additional report.
- D. Planning Committee Chair Jean Threadgill reported that the East Railing repair is delayed due to supply chain issues involving needed parts. The L.E.D. light conversion project is expected to begin on November 8 and be completed in early December.
- E. Personnel Committee Chair Eunice Semple had no additional report.
- F. Bylaws Committee Chair Marsha Kremer reported that some minor changes to the Library Policies will be presented at the December Board Meeting.
- G. Heritage Committee Chair Dick Wright reported that no Heritage Committee meeting is scheduled at this time.
- H. Development Committee chair Suzanne Horn anticipates a meeting in late November and will work with the committee and Mr. Ruff to set a date.

- I. Friends' Liaison Sharon Montague reported that the Friends booksale is scheduled for November 11 -14, and the next Friends Meeting will be on Tuesday, November 9.
- J. Library Director David Ruff noted that the monthly usage statistics are in the blue folders provided to each Board member. He also reminded the Board that as per the 2021 Budget, \$100,000 was transferred from General Funds to the Capital Projects Allocation and \$20,000 was transferred from General Funds to the Board Designated Working Cash Allocation.

VI.

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

The meeting adjourned at 7:28 P.M.

Marsha Kremer, Secretary
Rolling Meadows Library Board

Date