

**Rolling Meadows Library Board  
Bylaws/Policies Committee meeting  
Thursday, August 10, 2017**

**Present:** Chairperson Marsha Kremer: Eunice Semple, David Ruff, Lucia Khipple, Steve Rossi and Mary Sebela

**Absent:** Jennifer Collette and Mary Constance Back

**I. Call to Order**

The Bylaws meeting was called to order at 9:15 A.M.

**II. Approval of Minutes**

Lucia Khipple moved that the minutes for the June 15, 2017, meeting be approved. Following the opportunity for discussion, on a voice vote, the motion was unanimously approved.

**III. Floor Open to the Public**

The meeting was open to the public for up to 20 minutes. No one from the public was in attendance.

**IV. Unfinished Business**

Annual Review of the Library Policy Manual - The Committee reviewed all the policies with changes to be made to the following:

- A. General Reserve Fund**--New figures will be inserted to reflect current year.
- B. Meeting Room Policy** - This policy will be revised to reflect all meeting rooms; Board Room, Community Room and Small Group Meeting Rooms. The Garden Lounge is not considered a meeting room and Dave Ruff will work on wording for this area.
- C. Public Conduct** - The wording of the last sentence will be changed to “ Drinks in covered containers are welcome in the Library; however snacks from the library vending machine may be consumed in the Garden Lounge.”
- D. Investment of Public Funds Policy** - Dave Ruff will work with Melissa Gallagher and Judy Walther as to changes to this policy.

The Committee agreed that all the policies should be in alphabetical order for easier access in the binder.

**V. New Business**

There was no new business brought before the Committee at this time.

Next meeting date - Thursday, November 16, 2017 at 9:15 A.M.

**VI. Adjournment**

Mary Sebela moved that the meeting be adjourned at 10:00 A.M. On a voice vote, the motion was unanimously approved.

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_