

**ROLLING MEADOWS LIBRARY BOARD**  
**Bylaws/Policies Committee Meeting**  
**Thursday, November 16, 2017**

**Present:** Chairperson Marsha Kremer: Eunice Semple, David Ruff, Steve Rossi, Jennifer Collette, Mary Constance Back and Mary Sebela

Absent: Lucia Khipple

**I. Call to Order**

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

**II. Approval of Minutes**

Eunice Semple moved that the minutes for the August 10, 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**

Review of the Library Policy Manual - There was discussion as to changes to the Library Display Case Policy. After this discussion, it was agreed that Mr. Ruff would finalize wording on the below listed policies. These revisions will be forwarded to the Committee and brought to the December Board meeting for approval.

- 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** - Mr. Ruff will work with Melissa Gallagher and Judy Walther as to changes to this policy.
- E. Display Case Policy** - This policy will be shortened to reflect the promotion of awareness of the library’s materials and programs.

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.

**VI. Next meeting date** - No meeting date was set at this time.

**VII. Adjournment**

Eunice Semple moved that the meeting be adjourned at 10:15 A.M. On a voice vote, the motion was unanimously approved.

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