

ROLLING MEADOWS LIBRARY BOARD
PLANNING COMMITTEE MINUTES
May 25, 2011

I. Call to Order

Ms. Threadgill called the meeting to order at 10:08 A.M. Present were Jean Threadgill, Sabri Kecici, Sharon Montague, Steve Rossi, Jennifer Collette, David Ruff, Don Cavi, Rubin Sanchez, and Mary Constance Back.

II. Approval of Minutes

The minutes from the last meeting were approved.

III. Meeting Open To The Public For Twenty Minutes

No one from the public chose to address the committee.

IV. Unfinished Business

Mr. Ruff showed the committee the plaque that will complete the Mary Hart Garden.

V. New Business

- A. Server Replacement:** The server was due for replacement last year. Since it was not replaced at that time, it needs to be replaced this year. At an estimated cost of \$25,000, the replacement server will undergo the bidding process.
- B. Parking Lot Paving:** The Library's parking lots have been divided into paving areas. As money allows, the areas will be repaved.
- C. Microfilm Reader Replacement:** The microfilm reader will not be replaced and microfilming of the Daily Herald will cease. The reader will not make copies. When it no longer functions as a reader, we will likely donate the fiche collection to Harper College or another nearby library.
- D. Receiving Room Renovation:** The receiving room requires minimal renovation; simply painting, cleaning, etc., thus the expense is negligible.
- E. Interior Electronic Message Board:** The message board is in place and functional at the Welcome Desk. There has been positive feedback from staff and patrons. The addition of more electronic signs in the library is a possibility, but is not recommended at this time. Youth Services would rather not have electronic signs at this time.
- F. E-book Collection:** Adult materials selectors will make use of current Collection Development money to build the library's e-book collection via My Media Mall.
- G. Soft Seating Replacement:** Financial and aesthetic considerations make it advisable to delay replacement until the next main floor re-carpeting.

- H.** Main Floor Bathroom Renovation: Specific project tasks and cost estimates are still needed. The project is on hold and may be incorporated into the main floor renovation.
- I.** External Signage-project: Was determined to be unfeasible at this time. The cost is prohibitive and the zoning ordinances require a variance for external signs on remote property.
- J.** Main and Upper Floor Renovation: These areas of the Library are due for renovation in six years. Each year, we are building the funds necessary to accomplish this project.
- K.** Outside Book Drop Project: Is not feasible given the traffic patterns and congestion in front of the library. Remote locations are hard to service and vulnerable to vandalism. An island in front of the library would be costly, potentially dangerous, and require the loss of 10-minute parking spots to make room for an island, drop box, and two-way traffic.

VI. Adjournment

The meeting was adjourned at 11:45 A.M.

Approved _____ **Date** _____