

**ROLLING MEADOWS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
7:00 P.M. – WEDNESDAY, JUNE 12, 2024
LIBRARY BOARD ROOM**

I. Call To Order & Introductions

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

Board Members Present: Trustees Jean Threadgill, Phil Priest, Peg Webb, Marsha Kremer, Mary Erturk, Megan Gawlik, Steve Rossi, Adrienne Rubinkowski, and Sylvia Vange

Also present: Jack Bower, Executive Director; Lucia Khipple, Youth Services Director; Pete DeCicco, Building Services Director; Wendy Freeman, Technical Services Director; Mike Mraz, Information Technology Director; Mary Sebela, Circulation Services Director; Jessica Van Swol, Special Services Director; Kristin Troy, Admin Services Coordinator; Karen Levenson, Administrative Associate, Julie Tang, Financial Services Coordinator and Nick Budmats, City of Rolling Meadows Alderperson

President Threadgill welcomed Alderperson Nick Budmats, attending for Stefanie Boucher, Alderperson/Ex-Officio Director.

II. Approval of Minutes

A. Trustee Erturk moved and Trustee Vange seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED
05/08/2024 BE APPROVED.**

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

III. Meeting Open To The Public For Twenty Minutes

The meeting was open to the public for a period not to exceed twenty minutes. No one from the public addressed the Board.

IV. Education Report – Annual Audit Report by Paul Inserra, CPA – ATA Group was discussed at the Finance Committee meeting.

V. Board President Report – President Threadgill thanked outgoing Trustees Peg Web and Adrienne Rubinkowski for their service to the library. The city attorney will attend the July Board Meeting to give a presentation on OMA and FOIA. The bound copies of the Annual Audit will be delivered to the library next week. She thanked Executive Director Jack Bower for the photos and the new format of the Directors report

VI. Executive Director Report Jack Bower, Executive Director reported he has met a lot people in his first month at the library; and thanked staff, board, city and community for the warm welcome. Updated documentation for FOIA audit, and locks on exterior outlets have been completed. Currently working on the strategic planning, and a press release for the donation

from the bequest of Joyce Mackert. The summer reading kickoff was a huge success, and he thanked everyone for the hard work.

VII. Friends Report –Special Services Director Van Swol reported the Friends met in May, they will be walking the Fourth of July parade. The next book sale is July 19-21.

VIII. New Business

A. Finance Committee Report - Trustee Webb, reported that the Finance Committee met at 6:00 P.M. and reviewed the financial documents. Also, the Library's auditor Paul Inserra, of the CPA – ATA Group attended and presented the Annual Audit Report.

B. Trustee Webb moved and Trustee Rubinkowski seconded that:

ACCOUNTS PAYABLE DATED MAY 2024 IN THE AMOUNT OF \$458,367.88 AS PRESENTED IN ATTACHMENT A – 06/12/2024 BE APPROVED FOR PAYMENT.

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

C. Planning Committee Report – Jean Threadgill, Chair reported the Committee met and are sending out an RFP for strategic planning. Capital improvement projects of roofing and carpeting, and will be using our architect for bid proposals. The next meeting is scheduled for July 2.

D. Personnel Committee Report - Phil Priest, Chair
Trustee Priest reported the Committee met and created the Parental Leave Policy.

E. Trustee Rubinkowski moved and Trustee Erturk seconded that:

THE BOARD APPROVE THE PARENTAL LEAVE POLICY TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT B - 06/12/2024.

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

F. Trustee Rossi moved and Trustee Vange seconded that:

THE BOARD APPROVE THE GRIEVANCE PROCEDURE POLICY TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT C - 06/12/2024.

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

G. The Board determined the revised Employee Handbook Table of Contents as presented in Attachment D - 06/12/2024, did not require approval.

H. Trustee Rubinkowski moved and Trustee Gawlik seconded that:

THE BOARD APPROVE TO WAIVE THE ELIGIBILITY REQUIREMENT OF WORKING CONSECUTIVELY AT THE LIBRARY FOR 12 MONTHS TO QUALIFY FOR PARENTAL LEAVE FOR THE LIBRARY DIRECTOR, JACK BOWER.

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

- I. Bylaws Committee Report - Marsha Kremer, Chair reported the updated Purchasing Policy was distributed.
- J. Heritage Committee Report - Adrienne Rubinkowski, Chair reported they went through boxes of photos, and returned those not needed. The next meeting is June 19.
- K. Development Committee Report - Marsha Kremer, Chair
 - 1. Board Officer Nominations were distributed and need to be returned by June 26.
- L. City of Rolling Meadows Ex-Officio Director Report - Stefanie Boucher, Alderperson/Ex-Officio Director – no report. In Alderperson Boucher’s absence, Alderperson Nick Budmats attended.
- M. Other New Business
 - 1. Trustee Vange moved and Trustee Erturk seconded that

THE BOARD APPROVE THE RESOLUTION TO COMMEND ADRIENNE RUBINKOWSKI FOR HER SERVICE AS A ROLLING MEADOWS LIBRARY TRUSTEE - ATTACHMENT E - 06/12/2024.

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

- 2. Trustee Rubinkowski moved and Trustee Priest seconded that:

THE BOARD APPROVE THE RESOLUTION TO COMMEND MARGARET WEBB FOR HER SERVICE AS A ROLLING MEADOWS LIBRARY TRUSTEE - ATTACHMENT F - 06/12/2024.

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

IX. Adjournment

Trustee Webb moved to adjourn the meeting and Trustee Rubinkowski seconded. Following the opportunity for discussion, the question was called. The motion was unanimously approved on a voice vote.

The meeting was adjourned at 7:55 P.M.

Approved _____ Date _____
 Marsha Kremer, Secretary July 10, 2024
 Rolling Meadows Library Board