

**ROLLING MEADOWS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
7:00 P.M. – WEDNESDAY, SEPTEMBER 11, 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, Marsha Kremer, Steve Rossi, Melanie Elfers, Mary Erturk, Megan Gawlik, Liesel Hughes and Sylvia Vange

Also present: Jack Bower, Executive Director, Lucia Khipple, Assistant Director/Youth Services Director; Jennifer Collette, Reference 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 and Karen Levenson, Administrative Associate.

Absent: Stefanie Boucher, City of Rolling Meadows

II. Approval of Minutes

A. Trustee Vange moved and Trustee Elfers seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED
08/14/2024 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. Board President Report President Threadgill reported that the library had to close on August 21 for a few hours due to the installation of the ejector pumps.

V. Executive Director Report Jack Bower, Executive Director, reported about the benchmarking project, further adjustments were made to staff pay rates and impacted staff were paid separately for the retroactive adjustments. He also reported that during the re-flooring project in Youth Services asbestos was discovered and will require removal.

VI. Friends Report –Special Services Director Van Swol reported the summer reading numbers were outstanding and thanked the Friends for gifting the prizes. The Fall Book Sale will be November 14-16, and the Friends will also provide gift cards for the focus groups.

VII. New Business

A. Finance Committee Report – Trustee Rossi reported that the Finance Committee met at 6:30 P.M. and reviewed the financial documents.

- B. Trustee Rossi moved and Trustee Erturk seconded that:

ACCOUNTS PAYABLE DATED AUGUST 2024 IN THE AMOUNT OF \$372,743.90 AS PRESENTED IN ATTACHMENT A – 09/11/2024 BE APPROVED FOR PAYMENT.

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

- C. Budget Presentation – Jack Bower, Executive Director presented the draft of the 2025 budget.
- D. Planning Committee Report – Jean Threadgill, Chair reported the committee met with the Library Strategies consultants and the Strategic Planning committee.
- E. Personnel Committee Report - Phil Priest, Chair reported did not meet.
- F. Bylaws Committee Report – Steve Rossi, Chair reported did not meet.
- G. Development Committee Report – Marsha Kremer, Chair shared proposed 2025 Board Meeting Dates will remain the second Wednesday of the month. Development Committee did not meet.
- H. Heritage Committee Report – Trustee Gawlik reported the committee met Sept 10, next meeting scheduled for Sept 24. Sorting materials is the next phase.
- I. City of Rolling Meadows Ex-Officio Director Report - Stefanie Boucher absent, no report.
- J. Other New Business – none

VIII. CLOSED SESSION

Trustee Rossi moved and Trustee Vange seconded that:

THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(21) TO DISCUSS MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT AND AS PART OF THE SEMI-ANNUAL REVIEW MANDATED BY SECTION 2.06.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered into Closed Session at 7:49 P.M. The Board returned to open session at 7:54 P.M.

IX. Reconvene to Open Session

- A. Trustee Gawlik moved and Trustee Vange seconded that:

THE SECRETARY’S CLOSED MINUTES DATED 04/10/2024 BOARD MEETING BE APPROVED.

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

B. Trustee Priest moved and Trustee Erturk seconded that:

THE SECRETARY’S CLOSED MINUTES DATED 05/28/2024 PERSONNEL COMMITTEE MEETING BE APPROVED.

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

C. Trustee Erturk moved and Trustee Vange seconded that:

THE CLOSED MINUTES REVIEWED FOR RELEASE IN CLOSED ATTACHMENT A – 9/11/2024 AND REVIEWED UNDER 5 ILCS 120/2(C)(21) NEED TO REMAIN CONFIDENTIAL AND MAY NOT BE MADE AVAILABLE FOR PUBLIC INSPECTION.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. There were no Closed Minutes released.

D. Trustee Erturk moved and Trustee Elfers seconded that:

THE LIBRARY WILL DESTROY ALL ELIGIBLE VERBATIM RECORDS AND RECORDINGS OF CLOSED SESSION MEETINGS MORE THAN 18 MONTHS OLD AS ALLOWED IN AND IN ACCORDANCE WITH THE PROCEDURES DESCRIBED IN 5 ILCS 120/2.06 (C) AND CONSISTENT WITH THE LIBRARY’S BYLAWS.

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

X. Adjournment

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

The meeting was adjourned at 8:01 P.M.

Approved _____ Date _____
Marsha Kremer, Secretary October 9, 2024
Rolling Meadows Library Board