

**ROLLING MEADOWS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
7:00 P.M. – WEDNESDAY, OCTOBER 9, 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 Melanie Elfers, Liesel Hughes, Marsha Kremer, Phil Priest, Steve Rossi, Jean Threadgill, Sylvia Vange and Stefanie Boucher, City of Rolling Meadows

Absent: Trustee Mary Erturk, Megan Gawlik

Also present: Jack Bower, Executive Director, Lucia Khipple, Assistant Director/Youth Services Director; Jennifer Collette, Reference Services Director, Pete DeCicco, Building Services Director; Mike Mraz, Information Technology Director, Jessica Van Swol, Special Services Director, and Kristin Troy, Administrative Services Coordinator.

**II. Approval of Minutes**

A. Trustee Rossi moved and Trustee Vange seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED 09/11/2024 BE APPROVED.**

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

B. Trustee Rossi moved and Trustee Elfers seconded that:

**THE SECRETARY’S LIBRARY SPECIAL BOARD MEETING OPEN MINUTES DATED 09/20/2024 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** – no report at this time.

**V. Executive Director Report** Jack Bower, Executive Director, reported the community survey is open until November 8, we are hoping for 300 responses. The survey is available in English, Spanish and Polish, and is available on our website. The flooring project was in the Daily Herald, and on ABC News. Youth Services is temporarily in the Garden Lounge. The Staff In-Service Day took place on September 20. We have scheduled ESS (Employee Self Service online payroll system) training on October 10 with the city. We plan to change our pay period to a Sunday through Saturday pay week.

**VI. Friends Report** –Special Services Director Van Swol reported the next book sale is November 15-17, setup will begin November 7.

**VII. New Business**

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

B. Trustee Rossi moved and Trustee Hughes seconded that:

**ACCOUNTS PAYABLE DATED SEPTEMBER 2024 IN THE AMOUNT OF \$395,240.95 AS PRESENTED IN ATTACHMENT A – 10/09/2024 BE APPROVED FOR PAYMENT.**

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

C. Trustee Rossi and Trustee Priest seconded that:

**THE BOARD APPROVE THE FY2025 LIBRARY BUDGET AND FY2025 LEVY AS PRESENTED IN ATTACHMENT B – 10/09/2024.**

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

D. Planning Committee Report – Jean Threadgill, Chair shared the American Libraries magazine. She reported about the Special Board Meeting on 09/20/2024 with the Strategic Planning Meeting and the Library Strategies Consultants. She discussed the lower level-flooring project.

E. Trustee Rossi and Trustee Vange seconded that:

**THE BOARD APPROVE THE QUOTE FOR BRICK STAINING FOR THE LOWER LEVEL FLOORING REPLACEMENT PROJECT NOT TO EXCEED \$13,000.**

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

F. Personnel Committee Report - Phil Priest, Chair reported no cause to meet.

G. Bylaws Committee Report – Steve Rossi, Chair reported no cause to meet until after the New Year.

H. Development Committee Report – Marsha Kremer, Chair shared the Proposed 2025 Regular Meeting Dates handout, will be presented next month for vote.

I. Heritage Committee Report –In Chair Megan Gawlik absence, Jack Bower reported that the committee met, he will attend the next meeting, and involve department directors.

J. City of Rolling Meadows Ex-Officio Director Report - Stefanie Boucher reported that next week Jack will present the budget to the city, and then at the 10/23 City Council meeting. The Cereal drive is until 10/15 for the Elk Grove Township Food Pantry. Trick or Treating hours on 10/31 are from 3:00 pm – 8:00 pm. There is a Veterans Dinner on 11/8 contact Lisa at the city for details.

K. Other New Business – none

**VIII. Adjournment**

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

The meeting was adjourned at 7:36 P.M.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Marsha Kremer, Secretary November 13, 2024  
Rolling Meadows Library Board