

**ROLLING MEADOWS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
7:00 P.M. – WEDNESDAY, FEBRUARY 19, 2025
LIBRARY BOARD ROOM**

(RESCHEDULED FROM FEBRUARY 12, 2025)

I. Call To Order

Library Board President Threadgill called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:02 P.M. in the Library Board Room.

Board Members Present: President Jean Threadgill, Vice President Phil Priest, Treasurer Steve Rossi, Secretary Marsha Kremer, Trustee Melanie Elfers, Trustee Megan Gawlik (arrived at 7:24 P.M.), Trustee Liesel Hughes, Trustee Sylvia Vange and City of Rolling Meadows Alderperson Stefanie Boucher

Absent: Trustee Mary Erturk

Also present: Executive Director Jack Bower, Assistant Director Lucia Khipple, Reference Services Director Jennifer Collette, Information Technology Director Mike Mraz, Special Services Director Jessica Van Swol, Administrative Associate Karen Levenson, visitor Mirabella Johnson and visitor James Johnson.

II. Approval of Minutes

A. Trustee Priest moved and Trustee Vange seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED
01/08/2025 BE APPROVED.**

Following the opportunity for discussion, the motion 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. Two visitors in attendance, they thanked the board for having them.

IV. Educational Presentation – Executive Director Bower previewed the new library website. He highlighted the responsiveness for all types of devices, and showed how navigation has improved greatly. The program registration section on the new website will go live on February 25. Next month will be the preview of the room booking module.

V. Board President Report – President Threadgill thanked everyone for being understanding regarding rescheduled the February 12 Board Meeting due to the inclement weather. The implementation management meeting with the Library Strategies consultants will be held on February 26.

- VI. Executive Director Report** - Executive Director Bower discussed items from his written monthly report highlighting the Roku updates, the tours of three libraries and the generous donation from the Friends of the Library to purchase a book bike.
- VII. Friends Report** –Special Services Director Van Swol reported the next book sale will be March 14-16; new this year will be a teachers exclusive early access night. The Friends donated funds for the library to purchase a book bike.
- VIII. New Business**
- A. Finance Committee Report – Treasurer Rossi reported that the Finance Committee met at 6:30 P.M. and reviewed the financial documents.
- B. Trustee Rossi moved and Trustee Vange seconded that:

ACCOUNTS PAYABLE DECEMBER 31, 2024 IN THE AMOUNT OF \$117,950.40 AS PRESENTED IN ATTACHMENT A – 02/12/2025 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 moved and Trustee Elfers seconded that:

ACCOUNTS PAYABLE JANUARY 31, 2025 IN THE AMOUNT OF \$238,129.16 AS PRESENTED IN ATTACHMENT B – 02/12/2025 BE APPROVED FOR PAYMENT.

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

- D. Planning Committee Report – President Threadgill reported about the roof project timeline and details, the next meeting is scheduled for March 10 at 10 A.M.
- E. Personnel Committee Report – Vice President Priest reported the committee met January 28, reviewed the new Illinois employment laws and updated policies as shown in Attachments C and D. A new sick leave donation policy was created, as shown in Attachment E. The next meeting is scheduled for March 18.
- F. Trustee Gawlik moved and Trustee Hughes seconded that:

THE BOARD APPROVE ADDING TWO NEW PROTECTED CLASSES TO POLICY 103 EQUAL EMPLOYMENT OPPORTUNITY AS PRESENTED IN ATTACHMENT C – 02/12/2025.

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

- G. Trustee Rossi moved and Trustee Vange seconded that:

THE BOARD APPROVE ADDING TWO NEW PROTECTED CLASSES TO POLICY 703 DISCRIMINATION AND HARASSMENT AS PRESENTED IN ATTACHMENT D – 02/12/2025.

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

- H. Trustee Priest moved and Trustee Rossi seconded that:

THE BOARD APPROVE THE VOLUNTARY SICK LEAVE DONATION POLICY AS PRESENTED IN ATTACHMENT E – 02/12/2025.

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

- I. Bylaws Committee Report – Treasurer Rossi reported the committee met February 17 and revisions were made to the Small Group Meeting Room Policy as shown in Attachment F. These changes are necessary during the transition period while implementing the new room booking software. The next meeting is scheduled for April 14.

- J. Trustee Rossi moved and Trustee Priest seconded that:

THE BOARD APPROVE THE SMALL GROUP MEETING ROOM POLICY AS PRESENTED IN ATTACHMENT F – 02/12/2025.

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

- K. Development Committee Report – Secretary Kremer reported the committee met February 5 and discussed the Director’s evaluation procedure, the upcoming educational presentations and library tours. The next meeting is scheduled for February 28.

- L. Heritage Committee Report – Trustee Gawlik reported the committee will meet on February 24 at 4:00 P.M. The volunteer luncheon is scheduled for Saturday April 26 at 12:30 P.M.

- M. City of Rolling Meadows Ex-Officio Director Report - Stefanie Boucher reported Alderman Budmats will attend the next board meeting for her. Also mentioned were the Power of Attorney workshop, the Mental Health First Aid class, Jazz in the Meadows, and the re-election for wards 2, 4, 6, and 7.

- N. Other New Business

Trustee Rossi mentioned the upcoming spring ILA webinars of trustee events.

IX. CLOSED SESSION

Trustee Priest moved and Trustee Rossi seconded:

THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(c)(21) TO DISCUSS MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT AND UNDER 5 ILCS 120/2(c)(8) & (9) TO DISCUSS SECURITY PROCEDURES AND A PATRON DISCIPLINARY INCIDENT AS PRESENTED IN CLOSED ATTACHMENT A - 02/12/2025.

Following the opportunity for discussion, the motion was called. The motion carried unanimously on a voice vote. The Board entered into Closed Session at 8:16 P.M. The Board returned to open session at 8:50 P.M.

X. Reconvene to Open Session

A. Trustee Rossi moved and Trustee Hughes seconded that:

THE SECRETARY'S CLOSED LIBRARY BOARD MINUTES DATED 09/11/2024 BE APPROVED.

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

B. Trustee Priest moved and Trustee Rossi seconded that:

THE BOARD VOTE TO BAN THE PATRON BASED ON THE DISCUSSION OF INCIDENTS IN CLOSED ATTACHMENT A – 02/12/2025 FOR A PERIOD OF SIX MONTHS FROM LIBRARY PROPERTY.

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

XI. Adjournment

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

The meeting was adjourned at 8:51 P.M.

Approved _____ Date _____
Marsha Kremer, Secretary March 12, 2025
Rolling Meadows Library Board