

**ROLLING MEADOWS LIBRARY BOARD  
BYLAWS COMMITTEE MINUTES  
11:00 A.M. – THURSDAY, JUNE 27, 2024  
LIBRARY BOARD ROOM**

**I. Call to Order**

Chairperson Trustee Kremer called to order the Bylaws Committee Meeting at 11:03 A.M. in the Library Board Room.

Board Members Present: Trustees Marsha Kremer, Megan Gawlik and Steve Rossi.

Also Present: Jack Bower, Executive Director, Lucia Khipple, Youth Services Director; Jennifer Collette, Reference Services Director and Jessica Van Swol, Special Services Director  
Absent: Mary Sebela, Circulation Director

**II. Approval of Minutes from the Last Committee meeting**

Trustee Gawlik moved and Trustee Rossi seconded that the minutes from the last meeting be approved. The motion was unanimously approved on a voice vote.

**III. Meeting Open to the Public for Twenty Minutes**

The meeting was open to the public for twenty minutes. No one from the public addressed the Board.

**IV. Unfinished Business –no unfinished business**

**V. New Business**

**A. Discuss Board Room and Community Room Meeting Reservation Policy**

Trustee Gawlik moved and Trustee Rossi seconded that the Committee recommend that the Board approve for proof of not for profit status be added to the policy at the July Board Meeting.

**B. Discuss Small Group Meeting Rooms Policy**

Trustee Gawlik moved and Trustee Rossi seconded that the Committee recommend that the Board approve amended capacity limits for rooms 1 & 2 to 10 people and rooms 3 & 4 to 4 people at the July Board Meeting.

**C. Discuss Photography and Video Policy**

The Committee discussed the Photography and Video Policy draft. A photo release form was also discussed. Trustee Gawlik moved and Trustee Rossi seconded that the Committee recommend that the Board approve a new Photography and Recording Policy incorporating their feedback and to waive first reading of the policy at the July Board Meeting.

**D. Other New Business - No other new business.**

**VI. Adjournment**

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

The meeting was adjourned at 11:35 A.M.

Approved \_\_\_\_\_ Date \_\_\_\_\_