

**ROLLING MEADOWS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
7:00 P.M. - TUESDAY – DECEMBER 6, 2022
BOARD ROOM**

I. Call To Order & Introductions

Library Board President Ms. Threadgill called to order the regularly scheduled meeting of the Rolling Meadows Library Board of Trustees at 7:01 P.M. in the Library Board Room.

Present Board Members: Arroyo, Erturk, Priest, Kremer, Rubinkowski, Semple, Threadgill, and Vange.

Absent: Webb, Jon Bisesi Library/City Council Liaison

Also present: Lucia Khipple, Youth Services Director; Kevin Medows, Executive Director; Sharon Montague, Special Services Director; and Kristin Troy, Administrative Services Coordinator.

II. Approval of Minutes

A. Ms. Semple moved and Ms. Vange seconded that:

**THE SECRETARY’S OPEN MINUTES DATED 11/01/22 LIBRARY
BOARD MEETING BE APPROVED.**

Following the opportunity for discussion, the question was called. The motion was unanimously approved by 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 Library Board.

IV. Educational Report

No report

V. Board President Report – Jean Threadgill, Board President reported that Phil Priest was added to the Finance Committee.

VI. Executive Director’s Report – Kevin Medows, Executive Director reported his first all staff meeting is scheduled for December 8, 2022. Two new committees were formed: Collection Development & Programming, and Community Room Policy.

VII. Friends Report – Sharon Montague, Special Services Director

Ms. Montague reported that they will meet December 13 for a combined meeting and holiday party. The next book sale will only be three days, March 10 – March 12, 2023.

VIII. New Business:

A. In Peg Webb's absence, Jess Arroyo reported that the Finance Committee met at 6:30 P.M. and reviewed financial documents.

B. Mr. Arroyo moved and Ms. Vange seconded that:

ACCOUNTS PAYABLE DATED NOVEMBER 2022 IN THE AMOUNT OF \$308,199.02 AS PRESENTED IN ATTACHMENT A – 12/06/22 BE APPROVED FOR PAYMENT.

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

C. Ms. Rubinkowski moved and Ms. Vange seconded that:

THE BOARD ENGAGE THE ACCOUNTING FIRM OF ATA GROUP TO CONDUCT THE LIBRARY'S ANNUAL AUDIT.

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

D. Ms. Semple moved and Ms. Rubinkowski seconded that:

THE BOARD APPROVE THE ISSUANCE OF NON-RESIDENT LIBRARY CARDS FOR THE NEXT TWELVE MONTHS AS PER 75 ILCS 5/4-7 -ATTACHMENT B – 12/06/22.

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

E. Mr. Priest moved and Ms. Erturk seconded that:

THE LIBRARY BOARD APPROVE PARTICIPATION IN RAILS LIBRARY SYSTEM'S RESOURCE SHARING PROGRAM, AS PRESENTED IN ATTACHMENT C – 12/06/22.

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

F. Ms. Erturk moved and Mr. Priest seconded that:

THE LIBRARY BOARD APPROVE THE LIBRARY'S ANNUAL PER CAPITA GRANT APPLICATION AS PRESENTED IN ATTACHMENT D – 12/06/22.

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

G. Jean Threadgill, Planning Committee Chair

Did not meet, no report at this time.

- H. Eunice Semple, Personnel Committee Chair, reported they met, and are updating the employee Handbook, the next meeting is scheduled for December 14.
- I. Bylaws Committee Report – Marsha Kremer, Chair
Did not meet, no report at this time.
- J. Heritage Committee Report – Adrienne Rubinkowski, Chair
Did not meet, no report at this time.
- K. Development Committee Report – Marsha Kremer, Chair
Did not meet, no report at this time.
- L. Other New Business
There was no other new business.

IX. CLOSED SESSION

Ms. Semple moved and Ms. Rubinkowski seconded that:

THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(21) TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES COMPENSATION.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered Closed Session at 7:45 P.M.

The Board returned to Open Session at 8:05 P.M.

X. Adjournment:

Ms. Rubinkowski made a motion to adjourn the meeting and Ms. 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 8:05 P.M.

Approved _____ Date _____
Marsha Kremer, Secretary
Rolling Meadows Library Board