

**ROLLING MEADOWS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
7:00 P.M. - TUESDAY – FEBRUARY 7, 2023
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 7:03 P.M. in the Library Board Room.

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

Also present: Kevin Medows, Executive Director; Pete DeCicco, Building Services Director; Lucia Khipple, Youth Services Director; Karen Levenson, Administrative Associate; Sharon Montague, Special Services Director and Jon Bisesi, Library/City Council Liaison

II. Approval of Minutes

A. Ms. Vange moved and Mr. Priest seconded that:

**THE SECRETARY’S OPEN MINUTES DATED 01/10/23 LIBRARY
BOARD MEETING 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. Educational Report

No report

V. Board President Report – Jean Threadgill, reported how honored she was to have Eunice Semple on the Board, and saluted her amazing impact on her community.

VI. Executive Director’s Report – Kevin Medows reported that he has updated the Non-Capital Fund Balance chart to represent 25 months with a 4, 6 and 8 month Reserve benchmarks.

VII. Friends Report – Sharon Montague, Special Services Director

Ms. Montague reported that the next book sale will be held March 10-12, 2023, with the preview Friday morning.

VIII. New Business:

A. Peg Webb reported that the Finance Committee did not meeting this month.

- B. Ms. Webb moved and Ms. Vange seconded that:

ACCOUNTS PAYABLE DATED JANUARY 2023 IN THE AMOUNT OF \$317,181.76 AS PRESENTED IN ATTACHMENT A – 02/07/2023 BE APPROVED FOR PAYMENT.

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

- C. Jean Threadgill, Planning Committee Chair reported they met and evaluated the landscaping company options, and the cleaning services contract. It will be cost efficient to hire a landscaping service and provide our own cleaning services.

- D. Mr. Priest moved and Ms. Rubinkowski seconded that:

THE BOARD APPROVE AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT TO PERFORM A BUILDING EVALUATION AS PRESENTED IN ATTACHMENT B – 02/07/23.

Following the opportunity for discussion and a review of Attachment B – 02/07/23 the question was called. The motion carried unanimously on a voice vote.

- E. Ms. Vange moved and Ms. Rubinkowski seconded that:

THE BOARD APPROVE AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT TO PROVIDE LANDSCAPING SERVICES AS PRESENTED IN ATTACHMENT C – 02/07/23.

Following the opportunity for discussion and a review of Attachment C – 02/07/23 the question was called. The motion carried unanimously on a roll call vote.

- F. Personnel Committee Report – Eunice Semple, Chair reported the committee met and she presented the updated Employee Handbooks.

- G. Ms. Webb moved and Ms. Vange seconded that:

THE LIBRARY BOARD APPROVE THE UPDATES TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT D – 02/07/23 WITH CLERICAL CORRECTIONS.

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

- H. Bylaws Committee Report – Marsha Kremer, Chair reported that Bylaws will meet on March 17, at 10 A.M.
- I. Heritage Committee Report – Adrienne Rubinkowski, Chair asked for additional Board members to join the committee.
- J. Development Committee Report – Marsha Kremer, Chair reported that the Committee met on Jan. 24. The committee has been reorganized with staff as backup only. The next meeting will be Feb. 15.
- K. Other New Business
There was no other new business.

IX. CLOSED SESSION

No closed session.

- X. Ms. Kremer moved and Ms. Webb seconded that:

THE EXECUTIVE DIRECTOR RECEIVE A COST OF LIVING RAISE AND HIS SALARY BE INCREASED BY 5.0% RETROACTIVE TO JANUARY 1, 2023.

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

XI. Adjournment:

Ms. Semple 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 8:15 P.M.

Approved _____ Date _____

Marsha Kremer, Secretary
Rolling Meadows Library Board