

**ROLLING MEADOWS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
7:00 P.M. - TUESDAY –MAY 2, 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: Priest, Kremer, Rubinkowski, Threadgill, Vange and Webb.

Absent: Arroyo and Erturk

Also present: Kevin Medows, Executive Director; Lucia Khipple, Youth Services Director; Sharon Montague, Special Services Director; Kristin Troy, Administrative Services Coordinator and Jon Bisesi, Library/City Council Liaison

**II. Approval of Minutes**

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

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES  
DATED 04/04/23 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**

Mr. Medows presented the video ALA Short Takes: “Board Meetings”

**V. Board President Report – Jean Threadgill** thanked Ms. Montague for a wonderful Volunteer Luncheon. She also thanked departing City Counsel Liaison Jon Bisesi for his service to the community. She has received a letter from Eunice Semple thanking the Board for the recognition but declining the Concert Series be named in her honor.

**VI. Executive Director’s Report – Kevin Medows** reported that Kristin has organized for all staff a CPR and AED training on May 10 with the Rolling Meadows Fire Department. She also organized the All Staff Safety Training on May 12 to include Active Threat training from the Police Department and Fire Drill/Emergency training with the Fire Department.

- A. Ms. Rubinkowski moved and Ms. Vange seconded that:  
**Board approve the closure of the library to the public May 12, 2023 for Employee Training.**

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

**VII. Friends Report – Sharon Montague, Special Services Director**

Ms. Montague reported that the Friends meeting was held April 11 and that they will march in the July 4<sup>th</sup> parade. The next book sale will be July 7-16.

**VIII. New Business:**

- A. The Finance Committee meeting was canceled due to not reaching a quorum.

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

**ACCOUNTS PAYABLE DATED APRIL 2023 IN THE AMOUNT OF \$280,377.63 AS PRESENTED IN ATTACHMENT A – 05/02/2023 BE APPROVED FOR PAYMENT.**

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

- C. Planning Committee –Jean Threadgill, Chair reported that no meeting is scheduled at this time.
- D. Personnel Committee Report –Chair vacant
- E. Bylaws Committee Report – Marsha Kremer, chair reported that no meeting is scheduled at this time.
- F. Heritage Committee Report – Adrienne Rubinkowski, chair reported that no meeting is scheduled at this time.
- G. Development Committee Report – Marsha Kremer, chair reported that the next meeting is to be determined.

**IX. OLD BUSINESS**

None

**X. CLOSED SESSION**

Ms. Webb moved

**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.**

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered into Closed Session at 7:51 P.M.

The board returned to open session at 8:26 P.M.

**XI. Any and all other business the Library Board may wish to discuss**

Kevin was asked about how the discussion of possible changes to open hours went with staff. Kevin reported there were two all staff meetings on the topic, and shared questions/observations of staff both during and after the meetings.

**XII. Adjournment**

Mr. Priest 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 adjourned at 8:36 P.M.

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

Marsha Kremer, Secretary  
Rolling Meadows Library Board