

**ROLLING MEADOWS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
7:00 P.M. – TUESDAY, NOVEMBER 7, 2023  
LIBRARY 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 7:02 P.M. in the Library Board Room.

Board Members Present: Erturk, Gawlik, Kremer, Priest, Rossi, Rubinkowski, Threadgill, Vange and Webb.

Board Members Absent: none

Also present: Lucia Khipple, Interim Director/Youth Services Director; Jennifer Collette, Interim Assistant Director/Reference Services Director; Pete DeCicco, Building Services Director; Sharon Montague, Special Services Director; Mary Sebela; Circulation Services Director, Karen Levenson, Administrative Associate; Kristin Troy, Administrative Services Coordinator; and Stefanie Boucher, Alderperson/Council Liaison.

**II. Approval of Minutes**

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

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES  
DATED 10/03/23 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 Reports – Per Capita Discussion by Interim Director Ms. Khipple.**

**V. Board President Report – Ms. Threadgill discussed the Executive Director search.**

**VI. Executive Director’s Report – Interim Director Ms. Khipple gave an update on library happenings and programs, including asking Board approval for employee training days on March 15, 2024 and September 20, 2024.**

Ms. Webb moved and Ms. Vange seconded that:

**THE BOARD APPROVE THE CLOSURE OF THE LIBRARY TO THE  
PUBLIC ON MARCH 15, 2024 AND SEPTEMBER 20, 2024 FOR  
EMPLOYEE TRAINING.**

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

**VII. Friends Report** – Ms. Montague updated the Board on the Friends of the Library activities, including the upcoming book sale on Nov. 10, 11 & 12, 2023.

**VIII. New Business:**

A. Ms. Webb reported that the Finance Committee met at 6:30 P.M. and reviewed financial documents.

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

**ACCOUNTS PAYABLE DATED NOVEMBER 7, 2023 IN THE AMOUNT OF \$286,099.35 AS PRESENTED IN ATTACHMENT A – 11/07/2023 BE APPROVED FOR PAYMENT.**

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

C. Mr. Priest moved and Ms. Rubinkowski 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 roll call vote.

D. Ms. Gawlik 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 –11/07/23.**

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

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

**THE LIBRARY BOARD APPROVE PARTICIPATION IN RAILS LIBRARY SYSTEM'S RESOURCE SHARING PROGRAM, AS PRESENTED IN ATTACHMENT C – 11/07/2023.**

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

F. Planning Committee Report – Ms. Threadgill updated the board on the Library’s Planning Committee activities, including asking the board to approve the purchase of a professional carpet cleaner. Mr. DeCicco, Director of Building Services, presented details of the purchase to the Board.

G. Ms. Rubinkowski moved and Ms. Erturk seconded that:

**THE BOARD APPROVE THE PURCHASE OF A CARPET CLEANER, NOT TO EXCEED \$6,000, AS PRESENTED IN ATTACHMENT D – 11/07/2023.**

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

H. Personnel Committee Report – Mr. Priest reported that the Personnel Committee met last week to discuss the benchmarking study. The next meeting is November 15.

I. Bylaws Committee Report – Ms. Kremer, Chair, no report.

J. Heritage Committee Report – Ms. Rubinkowski, Chair, no report.

K. Development Committee Report – Ms. Kremer, Chair, no report

L. Ms. Kremer moved and Ms. Rubinkowski seconded that:

**THE BOARD APPROVE THE RESOLUTION ESTABLISHING THE REGULAR MEETING DATES OF THE LIBRARY BOARD OF TRUSTEES OF THE CITY OF ROLLING MEADOWS, COOK COUNTY, ILLINOIS FOR 2024 AS PRESENTED IN ATTACHMENT E – 11/07/2023.**

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

**IX. Old Business** – Ms. Boucher, Alderperson/Council Liaison, shared information from the last city council meeting regarding the levy and library budget.

**X. Adjournment:**

Ms. Erturk made a motion to adjourn the meeting and Ms. Rubinkowski seconded. Following the opportunity for discussion, the question was called. The motion was unanimously approved on a voice vote.

The meeting was adjourned at 7:45 P.M.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Marsha Kremer, Secretary December 5, 2023  
Rolling Meadows Library Board