

**ROLLING MEADOWS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
7:00 P.M. – TUESDAY, DECEMBER 5, 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 7:00 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; Wendy Freeman, Technical Services Director; Sharon Montague, Special Services Director; Mike Mraz, Information Technology Director; Mary Sebela; Circulation Services Director; Kristin Troy, Administrative Services Coordinator; Lara Sanoica, Mayor, Mayor of the City of Rolling Meadows; and Stefanie Boucher, Alderperson/Ex-Officio Director.

**II. Approval of Minutes**

A. Ms. Gawlik moved and Ms. Erturk seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED  
11/07/23 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. Board President Report** – Ms. Threadgill thanked the staff for hosting the Library holiday party.

**V. Executive Director Report** – Interim Director Ms. Khipple informed the Board of the hiring of two new Department Heads, Wendy Freeman - Technical Services Director and Mike Mraz - Information Technology Director.

**VI. Friends Report** – Ms. Montague reported that the Friends had a successful Fall book sale and are planning for the Spring sale.

**VII. New Business**

A. Mayor Lara Sanoica discussed and answered questions regarding the Rolling Meadows City Code establishing an Ex Officio Director of The Board of Directors of the Rolling Meadows Library.

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

**THE BOARD SELECT THE CONSULTING FIRM OF DIETERS AND TODD TO ASSIST IN THE HIRING OF THE NEW EXECUTIVE DIRECTOR.**

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

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

D. Ms. Erturk moved and Ms. Webb seconded that:

**ACCOUNTS PAYABLE DATED DECEMBER 5, 2023 IN THE AMOUNT OF \$269,311.55 AS PRESENTED IN ATTACHMENT A – 12/5/2023 BE APPROVED FOR PAYMENT.**

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

E. Planning Committee Report – Jean Threadgill, Chair  
There was no meeting of the Planning Committee.

F. Personnel Committee Report – Phil Priest, Chair  
The Personnel Committee met on November 15, 2023.

G. Mr. Priest moved and Ms. Rubinkowski seconded that:

**THE BOARD APPROVE THE PROPOSED CHANGES TO POLICY 303 HOILDAYS AS PRESENTED IN ATTACHMENT B – 12/05/2023.**

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

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

**THE BOARD APPROVE THE ADDITION OF THE PAID LEAVE FOR ALL WORKERS POLICY TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT C – 12/05/2023.**

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

- I. Bylaws Committee Report – Marsha Kremer, Chair  
There was no meeting of the Bylaws Committee.
- J. Heritage Committee Report – Adrienne Rubinkowski, Chair  
There was no meeting of the Heritage Committee.
- K. Development Committee Report – Marsha Kremer, Chair  
Ms. Kremer stated that the Development Committee is scheduled to meet on December 10th at 10am.

In addition, Ms. Webb motioned and Ms. Rubinkowski seconded that the Tuesday, January 9th, 2024 at 7pm Library Board meeting be changed to Wednesday, January 10th, 2024 at 7pm.

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

- L. City Liaison Report  
Ms. Boucher requested flyers for her to promote library programs.

**VIII. Old Business**  
none

**IX. Adjournment**  
Ms. Erturk 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 8:04 P.M.

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Marsha Kremer, Secretary January 10, 2024  
 Rolling Meadows Library Board