

**ROLLING MEADOWS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
7:00 P.M. – WEDNESDAY, MARCH 13, 2024
LIBRARY BOARD ROOM**

I. Call To Order & Introductions

Library Board President 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.

Board Members Present: Trustees Jean Threadgill, Phil Priest, Peg Webb, Marsha Kremer, Megan Gawlik, Steve Rossi, Adrienne Rubinkowski, Sylvia Vange, and Alderperson/Ex-Officio Director Stefanie Boucher

Board Members Absent: Trustee Mary Erturk

Also present: Lucia Khipple, Interim Director/Youth Services Director; Jennifer Collette, Interim Assistant Director/Reference Services Director; Pete DeCicco, Building Services Director; Wendy Freeman, Technical Services Director; Mike Mraz, Information Technology Director; Mary Sebela, Circulation Services Director; Jessica Van Swol, Special Services Director; and Kristin Troy, Administrative Services Coordinator

II. Approval of Minutes

A. Trustee Webb moved and Trustee Rubinkowski seconded that:

THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED 02/06/2024 BE APPROVED.

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

B. Trustee Vange moved and Trustee Gawlik seconded that:

THE SECRETARY’S LIBRARY SPECIAL BOARD MEETING OPEN MINUTES DATED 02/26/2024 BE APPROVED.

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

C. Trustee Rubinkowski moved and Trustee Priest seconded that:

THE SECRETARY’S LIBRARY SPECIAL BOARD MEETING OPEN MINUTES DATED 02/28/2024 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. Education Report** – Succession Plans - Lucia Khipple, Interim Executive Director
Ms. Khipple suggested that a prudent future endeavor for the Library Board is to develop and approve an executive director succession plan.
- V. Board President Report** – President Threadgill reminded the Library Board Members to complete the statement of economic interest. In addition, Ms. Threadgill acknowledge the retirement of long-time library volunteer Donna Thompson. Lastly, Ms. Threadgill updated the library members on the change in the executive director interviews on Saturday, March 16.
- VI. Executive Director Report** – Interim Director Khipple updated the Board on the status of the Joyce Mackert donation.
- VII. Friends Report** – Jessica Van Swol, Special Services Director
Ms. Van Swol reported the Friends had a successful Spring Book Sale and recently elected new officers. Ms. Donna Naymola was elected Friends President.
- VIII. New Business**
- A. Finance Committee Report - Trustee Webb, reported that the Finance Committee met at 6:30 P.M. and reviewed financial documents.
- B. Trustee Webb moved and Trustee Rubinkowski seconded that:
- ACCOUNTS PAYABLE DATED FEBRUARY 29, 2024 IN THE AMOUNT OF \$316,471.47 AS PRESENTED IN ATTACHMENT A – 03/13/2024 BE APPROVED FOR PAYMENT.**
- Following the opportunity for discussion, the motion was called. The motion carried unanimously on a roll call vote.
- C. Trustee Webb moved and Trustee Vange seconded that:
- THE BOARD APPROVE THE RESOLUTION CONFIRMING ACCEPTANCE OF A CASH DONATION - ATTACHMENT B - 03/13/2024.**
- On a roll call vote the motion was approved: seven yays, zero nays, one absent.
- D. Ms. Khipple presented The 2023 Library by the Numbers - Attachment C - 03/13/2024 that will be submit to the City of Rolling Meadows City Council.
- Trustee Rubinkowski moved and Trustee Vange seconded that:
- THE LIBRARY BOARD APPROVE THE 2023 LIBRARY BY THE NUMBERS - ATTACHMENT C - 03/13/2024.**
- On a voice vote, the motion was approved.
- E. Library of Things Waiver Agreement - Jennifer Collette, Interim Assistant Director/Reference Services Director - Attachment D - 03/13/2024. Ms. Collette

informed the library board that, with lawyer consultation, a usage waiver covering the newly created Library of Things collection was created. Library patrons will sign this waiver prior to using items in the Library of Things collection.

- F. Planning Committee Report - Jean Threadgill, Chair
Trustee Threadgill stated that the Planning Committee met on March 11, 2024. Topics of discussion were: roof estimates, Youth Services carpet replacement, and increasing the executive director's spending limit for projects that do not require Library Board approval. Next meeting is May 6, 2024 at 10 A.M.
- G. Personnel Committee Report - Phil Priest, Chair
Trustee Priest reported that the Personnel Committee did not meet.
- H. Bylaws Committee Report - Marsha Kremer, Chair
- 1) Trustee Kremer moved and Trustee Gawlik seconded:
THE BOARD APPROVE THE BYLAWS AS PRESENTED IN ATTACHMENT E - 03/13/2024.
On a voice vote, the motion was approved.
 - 2) **1st Reading:** Library Policy Manual - Attachment F - 03/13/2024
- I. Heritage Committee Report - Adrienne Rubinkowski, Chair
Trustee Rubinkowski reported that she meet with Ashley Schroeder regarding library history and the library historical archives. She also mentioned the committee will be seeking applications for the legacy project. Next meeting is March 27 at 4:30pm.
- J. Development Committee Report – Marsha Kremer, Chair
Trustee Kremer reported that the Development Committee met on March 7. Library Board members visiting other libraries is returning with visits to the Palatine Library District and Villa Park Public Library. Visits will be discussed at the May board meeting. Board evaluation are coming soon.
- K. City of Rolling Meadows Ex Officio Director Report – Stefanie Boucher – Alderperson gave an update regarding the Rolling Meadows City Council. She also notified the Board of Trustees that Alderperson Budmats will attend two library board meetings in her place.
- L. Other New Business
No new business.
- M. Trustee Webb moved and Trustee Rubinkowski seconded that:
- THE BOARD ENTERED CLOSED SESSION UNDER 5 ILCS 120/2(C)(21) TO DISCUSS MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT AS PART OF THE SEMI-ANNUAL REVIEW MANDATED BY SECTION 2.06 - CLOSED ATTACHMENT A – 03/13/24.**

Following the opportunity for discussion, the question was called. The motion carried

unanimously on a voice vote. The Board entered into Closed Session at 8:18 P.M. The Board returned to open session at 8:33 P.M.

IX. Reconvene Open Session

N. Trustee Webb moved and Trustee Rubinkowski seconded that:

THE SECRETARY’S CLOSED MINUTES DATED 02/26/2024 SPECIAL BOARD MEETING BE APPROVED.

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

O. Trustee Webb moved and Trustee Rubinkowski seconded that:

THE SECRETARY’S CLOSED MINUTES DATED 02/28/2024 SPECIAL BOARD MEETING BE APPROVED.

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

P. Trustee Gawlik moved and Trustee Vange seconded to:

Table the decision that any of the Closed Minutes reviewed under 5 ILCS 120/2(C)(21) no longer need confidential treatment and may be made available for public inspection.

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

Q. Trustee Gawlik moved and Trustee Vange seconded to:

Table the decision to destroy all verbatim records and tapes of closed session meetings more than 18 months old as allowed in and in accordance with the procedures described in 5 ILCS 120/2.06 (C).

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

X. Adjournment

Trustee Rubinkowski moved to adjourn the meeting and Trustee 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 8:37 P.M.

Approved _____ **Date** _____
Marsha Kremer, Secretary April 10, 2024
Rolling Meadows Library Board