

**ROLLING MEADOWS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
7:00 P.M. - TUESDAY – OCTOBER 4, 2022  
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 7:04 in the Library Board Room.

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

Absent: Erturk, Priest

Also present: Jon Bisesi, City Council Liaison; Mary Constance Back, Readers Services Director; Jennifer Collette, Reference Services Director; Lucia Khipple, Youth Services Director; Karen Levenson, Administrative Associate; Kevin Medows, Executive Director; Sharon Montague, Special Services Director, Steve Rossi, Technical Services; and Mary Sebela, Circulation Services Director.

**II. Approval of Minutes:**

A. Ms. Vange moved that:

**THE SECRETARY’S OPEN MINUTES DATED 09/06/22 LIBRARY  
BOARD MEETING BE APPROVED.**

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

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

**THE SECRETARY’S CLOSED MINUTES DATED 09/06/22 LIBRARY  
BOARD MEETING BE APPROVED.**

Following the opportunity for discussion, the question was called. The motion was unanimously approved by 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 Library Board.

**IV. Educational Report**

A. Kevin Medows ordered the book: *Serving Our Public 4.0 Standards for Illinois Public Library* for each trustee.

- B. Jennifer Collette presented the video “Get the RML Mobile App” from the Library’s YouTube Channel.

**V. Board President Report – Jean Threadgill, Board President**

Retirement recognition of Sabri Kecici

**VI. Executive Director’s Report – Kevin Medows, Executive Director**

- A. Mr. Medows provided a handout of a survey from 2022 HR Source regarding paid holidays. He also recommended to eliminate the waiting period for eligible employees to use earned vacation days.

- B. City of Rolling Meadows Proposed Bike Path Connection – Mr. Medows reported that the proposed bike path involves library property and on behalf of the library he has submitted a letter of support, with President Threadgill’s prior approval.

Mr. Medows also reported that Special Services have sent out E-mail blasts promoting library programs and services.

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

Ms. Montague reported that the Friends had a social event on September 12 at Repls. Their next meeting is scheduled for October 11 and the next book sale will be November 17-20.

**VIII. New Business:**

- A. Peg Webb, Finance Committee Chair, reported that the Finance Committee met at 6:15 P.M. and reviewed financial documents.
- B. Ms. Webb moved that:

**ACCOUNTS PAYABLE DATED SEPTEMBER 2022 IN THE AMOUNT OF \$356,115.64 AS PRESENTED IN ATTACHMENT A – 10/04/22 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 that they will schedule their meeting date at the November board meeting.
- D. Eunice Semple, Personnel Committee Chair, reported they met and discussed a revision to policy #302. Their next meeting is scheduled for October 26.

E. Ms. Semple moved and Ms. Rubinkowski seconded that:

**THE BOARD APPROVE THE REVISIONS TO POLICY #302 VACATION BENEFITS AS PRESENTED IN – ATTACHMENT B – 10/04/22.**

Following the opportunity for discussion and a review of Attachment B – 10/04/22 the question was called. The motion carried unanimously on a voice call vote.

F. Bylaws Committee Report – Marsha Kremer, Chair  
Did not meet, no report at this time.

G. Heritage Committee Report – Adrienne Rubinkowski, Chair  
Did not meet, no report at this time.

H. Marsha Kremer, Development Committee Chair, reported that the Committee met and discussed Board Meeting Dates for 2023. A calendar of the proposed meeting dates was shared and reviewed. There will be a subcommittee group to focus on Board development with Eunice Semple joining that group. Marsha Kremer recommended that all Board members join ILA and sign up for the ILA Trustee Newsletter.

I. Other New Business  
Mr. Arroyo asked Mr. Medows when the Library budget would be presented to the City. Mr. Medows replied the Library's levy and budget will be presented at the October 18, 2022, City Council Committee of the Whole, the meeting is at 7:30 P.M., and all are welcome to attend.

**IX. CLOSED SESSION**

No closed session.

**X. Adjournment:**

Ms. Webb 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 8:05 P.M.

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