ROLLING MEADOWS LIBRARY BOARD OF TRUSTEES MEETING MINUTES 7:00 P.M. - TUESDAY – FEBRUARY 7, 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: Arroyo, Erturk, Priest, Kremer, Rubinkowski, Semple, Threadgill, Vange and Webb.

Also present: Kevin Medows, Executive Director; Pete DeCicco, Building Services Director; Lucia Khipple, Youth Services Director; Karen Levenson, Administrative Associate; Sharon Montague, Special Services Director and Jon Bisesi, Library/City Council Liaison

II. Approval of Minutes

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

THE SECRETARY'S OPEN MINUTES DATED 01/10/23 LIBRARY BOARD MEETING 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

No report

- V. Board President Report Jean Threadgill, reported how honored she was to have Eunice Semple on the Board, and saluted her amazing impact on her community.
- VI. Executive Director's Report Kevin Medows reported that he has updated the Non-Capital Fund Balance chart to represent 25 months with a 4, 6 and 8 month Reserve benchmarks.

VII. Friends Report – Sharon Montague, Special Services Director

Ms. Montague reported that the next book sale will be held March 10-12, 2023, with the preview Friday morning.

VIII. New Business:

A. Peg Webb reported that the Finance Committee did not meeting this month.

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

ACCOUNTS PAYABLE DATED JANUARY 2023 IN THE AMOUNT OF \$317,181.76 AS PRESENTED IN ATTACHMENT A – 02/07/2023 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 they met and evaluated the landscaping company options, and the cleaning services contract. It will be cost efficient to hire a landscaping service and provide our own cleaning services.
- D. Mr. Priest moved and Ms. Rubinkowski seconded that:

THE BOARD APPROVE AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT TO PERFORM A BUILDING EVALUATION AS PRESENTED IN ATTACHMENT B – 02/07/23.

Following the opportunity for discussion and a review of Attachment B - 02/07/23 the question was called. The motion carried unanimously on a voice vote.

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

THE BOARD APPROVE AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT TO PROVIDE LANDSCAPING SERVICES AS PRESENTED IN ATTACHMENT C – 02/07/23.

Following the opportunity for discussion and a review of Attachment C - 02/07/23 the question was called. The motion carried unanimously on a roll call vote.

- F. Personnel Committee Report Eunice Semple, Chair reported the committee met and she presented the updated Employee Handbooks.
- G. Ms. Webb moved and Ms. Vange seconded that:

THE LIBRARY BOARD APPROVE THE UPDATES TO THE EMPLOYEE HANDBOOK AS PRESENTED IN ATTACHMENT D – 02/07/23 WITH CLERICAL CORRECTIONS.

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

- H. Bylaws Committee Report Marsha Kremer, Chair reported that Bylaws will meet on March 17, at 10 A.M.
- I. Heritage Committee Report Adrienne Rubinkowski, Chair asked for additional Board members to join the committee.
- J. Development Committee Report Marsha Kremer, Chair reported that the Committee met on Jan. 24. The committee has been reorganized with staff as backup only. The next meeting will be Feb. 15.
- K. Other New Business
 There was no other new business.

IX. CLOSED SESSION

No closed session.

X. Ms. Kremer moved and Ms. Webb seconded that:

THE EXECUTIVE DIRECTOR RECEIVE A COST OF LIVING RAISE AND HIS SALARY BE INCREASED BY 5.0% RETROACTIVE TO JANUARY 1, 2023.

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

XI. Adjournment:

Ms. Semple 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 8:15 P.M.

Approved	Date	
Marsha Kremer, Secretary		
Rolling Meadows Library Roa	ard	