

**ROLLING MEADOWS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
7:00 P.M. - TUESDAY – SEPTEMBER 6, 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, Priest, Rubinkowski, Semple, Threadgill, Vange, and Webb

Absent: Erturk

Also present: Mary Constance Back, Readers Services Director; Jennifer Collette, Reference Services Director; Lucia Khipple, Youth Services Director; Kevin Medows, Executive Director; Sharon Montague, Special Services Director, Mary Sebela, Circulation Services Director; and Kristin Troy, Administrative Services Coordinator.

II. Approval of Minutes:

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

**THE SECRETARY’S OPEN MINUTES DATED 08/02/22 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

No report

V. Board President Report – Jean Threadgill, Board President

No report

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

No report

VII. Friends Report – Sharon Montague, Special Services Director

Ms. Montague reported that the Friends have a social event planned for September 12 at Reps. 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. Then Mr. Medows presented an overview of the 2023 budget followed by an opportunity for questions.

B. Ms. Webb moved that:

ACCOUNTS PAYABLE DATED AUGUST 2022 IN THE AMOUNT OF \$274,581.86 AS PRESENTED IN ATTACHMENT A – 09/06/22 BE APPROVED FOR PAYMENT.

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

C. Ms. Webb moved and Mr. Priest seconded that:

THE BOARD APPROVE THE FY2023 LIBRARY BUDGET AS PRESENTED IN ATTACHMENT B – 09/06/22.

Mr. Medows gave an overview of the Fiscal 2023 Budget as presented in Attachment B – 09/06/22. Following the opportunity for discussion, the question was called. The motion carried unanimously on a roll call vote.

D. Jean Threadgill, Planning Committee Chair, reported that the Committee met and discussed multiple roofing quotes and made a recommendation for Mr. Medows to present. The next meeting will be scheduled for the end of October.

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

THE BOARD APPROVE AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT FOR THE REPLACEMENT OF THE GARAGE ROOF AS PRESENTED IN ATTACHMENT C – 09/06/22 NOT TO EXCEED \$20,000.00.

Following the opportunity for discussion and a review of Attachment C – 09/06/22 the question was called. The motion carried unanimously on a roll call vote.

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

THE BOARD APPROVE AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT FOR TUCK POINTING AND REPAIR OF SIDEWALKS AND CURBS AS PRESENTED IN ATTACHMENT D – 09/06/22 NOT TO EXCEED \$9,000.00.

Following the opportunity for discussion and a review of Attachment D – 09/06/22 the question was called. The motion carried unanimously on a roll call vote.

- G. Eunice Semple, Personnel Committee Chair, reported though she was absent, the Committee met and discussed a draft 2023 pay structure presented by Mr. Medows, which is reflected in the 2023 budget. The next meeting is scheduled for September 14, 2022, at 10:00 A.M. and the annual review of the Employee Handbook will begin.
- H. Bylaws Committee Report – Marsha Kremer, Chair
No report at this time
- I. Heritage Committee Report – Adrienne Rubinkowski, Chair
No report at this time
- J. Marsha Kremer, Development Committee Chair, reported that the next meeting is scheduled for September 27, 2022, at 9:00 A.M.
- K. Other New Business
No new business
- L. Ms. Rubinkowski moved and Mr. Priest seconded that:

THE BOARD ENTER 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.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered Closed Session at 7:39 P.M.

The Board returned to Open Session at 7:45 P.M.

IX. Closed Minutes Review

- A. Ms. Webb moved that:

THE CLOSED MINUTES REVIEWED FOR RELEASE IN CLOSED ATTACHMENT E – 09/06/22 AND REVIEWED UNDER 5 ILCS 120/2(C)(21) NEED TO REMAIN CONFIDENTIAL AND MAY NOT BE MADE AVAILABLE FOR PUBLIC INSPECTION.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. There were no Closed Minutes released.

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

THE LIBRARY WILL NOT AT THIS TIME DESTROY ANY ELIGIBLE 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) AND CONSISTENT WITH THE LIBRARY'S BYLAWS.

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

X. Adjournment:

Ms. Webb 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 7:50 P.M.

Approved _____ Date _____

Marsha Kremer, Secretary
Rolling Meadows Library Board