

**ROLLING MEADOWS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
7:00 P.M. – WEDNESDAY, JANUARY 10, 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 7:04 P.M. in the Library Board Room.

Board Members Present: Trustees Erturk, Gawlik, Kremer, Priest, Rossi, Rubinkowski, Threadgill, Vange and Webb; and Stefanie Boucher, Alderperson/Ex-Officio Director.

Board Members Absent: none

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; Sharon Montague, Special Services Director; Mike Mraz, Information Technology Director; Mary Sebela, Circulation Services Director; and Karen Levenson, Administrative Associate.

**II. Approval of Minutes**

A. Trustee Gawlik moved and Trustee Erturk seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED  
12/5/2023 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** – President Threadgill updated the board on the generous donation from library patron Joyce Mackert, the executive director search, board committee memberships, and the purchase of individual copies of Robert Rules of Order for board members. In addition, she thanked Sharon Montague for her years of service in response to Sharon’s retirement in February 2024.

**V. Executive Director Report** – Interim Director Khipple updated the library on the Joyce Mackert donation, and the completed certification of the library with the State of Illinois.

**VI. Friends Report** – Ms. Montague reported that the Friends requested membership cards for members and the next book sale is in March.

**VII. 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 JANUARY 10, 2024 IN THE AMOUNT OF \$435,301.36 AS PRESENTED IN ATTACHMENT A – 1/10/2024 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 motioned and Trustee Vange seconded that:

**THE LIBRARY BOARD APPROVE THE LIBRARY’S ANNUAL PER CAPITA GRANT APPLICATION AS PRESENTED IN ATTACHMENT B – 01/10/2024.**

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

D. Planning Committee Report – Jean Threadgill, Chair  
President Threadgill reported that the planning committee did not meet.

E. Personnel Committee Report – Phil Priest, Chair  
Trustee Priest reported that the personnel committee did not meet.

F. Bylaws Committee Report – Marsha Kremer, Chair  
Trustee Kremer reported that the bylaws committee did not meet.

G. Heritage Committee Report – Adrienne Rubinkowski, Chair  
Trustee Rubinkowski reported that the heritage committee did not meet.

H. Development Committee Report – Marsha Kremer, Chair  
Trustee Kremer reported that the development committee met in December, and are scheduled to meet in January.

I. Trustee Webb motioned and Trustee Vange seconded that:

**THE LIBRARY BOARD APPROVE THE LIBRARY EXECUTIVE DIRECTOR JOB DESCRIPTION AS PRESENTED IN ATTACHMENT C – 01/10/2024.**

After discussion and amendment of the original job description presented for approval, a new motion by Trustee Rubinkowski and seconded by Trustee Erturk that the Library Board approve the Library Executive Director Job Description as amended was presented.

The amended executive director job description was unanimously approved as amended on a voice vote.

- J. Trustee Webb offered a suggestion of moving library board meetings to Wednesday evenings to better accommodate the Ex Officio’s commitments with the City. Prompted by Trustee Webb, a discussion also ensued regarding the mayor’s article in the City newsletter regarding the Library’s future strategic plan.

Aldersperson Stefanie Boucher shared that the City now offers for seniors 65+ a discount on their water and garbage bill. The application is available on the CITYRM.ORG website.

**VIII. Adjournment**

Trustee Webb made a motion 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 7:48 P.M.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
 Marsha Kremer, Secretary February 6, 2024  
 Rolling Meadows Library Board