

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

Board Members Present: Trustees Jean Threadgill, Phil Priest, Peg Webb, Marsha Kremer, Mary Erturk, Megan Gawlik, Steve Rossi, Adrienne Rubinkowski, Sylvia Vange and Nick Budmats, Alderperson

Arrived at 7:43 P.M. Stefanie Boucher, Alderperson/Ex-Officio Director

Also present: Jennifer Collette, Interim Assistant Director/Reference Services Director; Wendy Freeman, Technical Services Director; Mike Mraz, Information Technology Director; Mary Sebela, Circulation Services Director; Jessica Van Swol, Special Services Director; and Karen Levenson, Administrative Associate

**II. Approval of Minutes**

A. Trustee Webb moved and Trustee Kremer seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED 03/13/2024 BE APPROVED AS CORRECTED.**

Following the opportunity for discussion, the question was called. The motion was unanimously approved by a voice vote. Corrected that Trustee Mary Erturk was present.

B. Trustee Erturk moved and Trustee Rubinkowski seconded that:

**THE SECRETARY’S LIBRARY SPECIAL BOARD MEETING OPEN MINUTES DATED 03/16/2024 BE APPROVED AS AMENDED.**

Following the opportunity for discussion, the question was called. The motion was unanimously approved by a voice vote. Amended item III, page 2, the word “enter” was changed to “returned to” Closed Session.

C. Trustee Erturk moved and Trustee Rossi seconded that:

**THE SECRETARY’S LIBRARY SPECIAL BOARD MEETING OPEN MINUTES DATED 3/20/2024 BE APPROVED AS AMENDED.**

Following the opportunity for discussion, the question was called. The motion was unanimously approved by a voice vote. Amended item III, page 2, the word “enter” was changed to “returned to” Closed Session.

**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** – Interim Assistant Director Collette and Technical Services Director Freeman discussed and presented a few of the items in the new Library of Things. There are over 200 items to be catalogued into the Library of Things.

**V. Board President Report** – President Threadgill reminded everyone to complete their Statement of Economic Interest before May, and to RSVP to the Volunteer Luncheon. An Open Meeting Act (OMA) training overview offered by the City was discussed, depending upon the length of training it could be a future presentation.

**VI. Executive Director Report** – Interim Assistant Director Collette updated the Board on the status of the Bequest from Joyce Mackert.

**VII. Friends Report** –Special Services Director Van Swol reported the next book sale will be July 19-21. A new company to recycle unsold books after the book sale has been selected. The children’s summer reading shirts donated by the Friends arrived.

**VIII. New Business**

A. Trustee Erturk moved and Trustee Rubinkowski seconded that:

**THE BOARD APPROVE THE HIRING OF JACK BOWER AS THE EXECUTIVE DIRECTOR.**

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

President Threadgill shared that Jack Bower is eager to start, his first day will be May 6, 2024 and he will be at the next board meeting.

B. Finance Committee Report - Trustee Webb, reported that the Finance Committee met at 6:30 P.M. and reviewed financial documents.

C. Trustee Webb moved and Trustee Vange seconded that:

**ACCOUNTS PAYABLE DATED MARCH 31, 2024 IN THE AMOUNT OF \$308,216.95 AS PRESENTED IN ATTACHMENT A – 04/10/2024 BE APPROVED FOR PAYMENT.**

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

D. Planning Committee Report – Jean Threadgill, Chair  
Trustee Threadgill stated the next meeting will be May 6 at 10:00 A.M. items to discuss are roofing and re-carpeting the Youth Services area. All are welcome to attend.

E. Personnel Committee Report - Phil Priest, Chair  
Trustee Priest reported that the Personnel Committee did not meet, but he will contact members to setup the next meeting.

F. Bylaws Committee Report - Marsha Kremer, Chair  
Trustee Kremer discussed the Policy Manual changes.

G. Trustee Kremer moved and Trustee Webb seconded that:

**THE BOARD APPROVE THE LIBRARY POLICY MANAUL AS PRESENTED IN ATTACHMENT B – 04/10/2024 AS AMENDED.**

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

H. Heritage Committee Report - Adrienne Rubinkowski, Chair  
Trustee Rubinkowski reported the committee met and created a proposal for the retention of historical materials. Trustee Webb commented that the Friends of the Library would be interested in any photos they have, especially if the Radio Flyer wagons are in the picture.

I. Trustee Rubinkowski moved and Trustee Webb seconded that:

**THE BOARD APPROVE THE RETENTION OF HISTORICAL MATERIALS PROPOSAL AS PRESENTED IN ATTACHMENT C - 04/10/2024.**

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

J. Trustee Gawlik moved and Trustee Webb seconded that:

**THE BOARD APPROVE THE NOMINATIONS OF DONNA HARRISON AND DONNA NAYMOLA AS PRESENTED IN ATTACHMENT D - 04/10/2024 FOR INCLUSION IN THE LIBRARY’S LEGACY PROJECT.**

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

K. Development Committee Report: Marsha Kremer, Chair  
Trustee Kremer distributed and discussed the Library Board Survey and the Library Visit 2024 information.

L. City of Rolling Meadows – Stefanie Boucher, Alderperson/Ex-Officio Director reported plans are underway for the Memorial Day Parade, and all Veterans are invited to walk in the parade.

Alderperson Budmats left the meeting at 8:20 P.M.

M. Other New Business

N. Trustee Webb moved and Trustee Rubinkowski 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 - CLOSED ATTACHMENT A – 04/10/2024.**

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 8:25 P.M. and received instruction on the Closed Minutes to review.

Trustee Gawlik moved and Trustee Rubinkowski 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 - CLOSED ATTACHMENT A – 04/10/2024.**

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board returned to Closed Session at 8:26 P.M.

The Board returned to open session at 8:32 P.M.

**IX. Reconvene Open Session**

A. Trustee Webb moved and Trustee Vange seconded that:

**THE SECRETARY’S CLOSED MINUTES DATED 03/13/2024 SPECIAL BOARD MEETING BE APPROVED AS CORRECTED.**

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

B. Trustee Erturk moved and Trustee Vange seconded that:

**THE SECRETARY’S CLOSED MINUTES DATED 03/16/2024 SPECIAL BOARD MEETING BE APPROVED.**

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

C. Trustee Rubinkowski moved and Trustee Rossi seconded that:

**THE SECRETARY’S CLOSED MINUTES DATED 03/20/2024 SPECIAL BOARD MEETING BE APPROVED.**

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

D. Trustee Gawlik moved and Trustee Webb seconded that:

**THE CLOSED MINUTES REVIEWED FOR RELEASE IN CLOSED ATTACHMENT A – 4/10/2024 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.

E. Trustee Gawlik moved and Trustee Erturk seconded that:

**THE LIBRARY WILL NOT 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**

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

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Marsha Kremer, Secretary May 8, 2024  
Rolling Meadows Library Board