

**ROLLING MEADOWS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
7:00 P.M. – WEDNESDAY, MAY 8, 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 7:01 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, Stefanie Boucher, Alderperson/Ex-Officio Director

Also present: Jack Bower, Executive Director; Lucia Khipple, Youth Services Director; Jennifer Collette, Reference Services Director; Pete DeCicco, Building Services Director; Wendy Freeman, Technical Services Director; Mike Mraz, Information Technology Director; Mary Sebela, Circulation Services Director; Jessica Van Swol, Special Services Director; Kristin Troy, Admin Services Coordinator and Karen Levenson, Administrative Associate

President Threadgill welcomed Jack Bower, the new Executive Director.

**II. Approval of Minutes**

A. Trustee Priest moved and Trustee Vange seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED  
04/10/2024 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. Education Report** – Trustee Kremer lead the discussion regarding the Board and Department Directors’ Library Visits.

**V. Board President Report** – President Threadgill spoke to the city attorney regarding scheduling an OMA and FOIA update presentation. The city attorney will be invited to a give a presentation at an upcoming Board Meeting. President Threadgill asked for suggestions of ways to honor Joyce Mackert.

**VI. Executive Director Report** – Lucia Khipple, Interim Director gave an overview of her monthly report, highlighted attending the “Conversations with the Secretary of State” zoom meeting she attended. She also recapped the annual Volunteer Luncheon this year honoring Donna Naymola and Donna Harrison. Jack Bower, Executive Director reported he will be attending the State of the City Breakfast, and he is meeting with the City Manager Rob Sabo.

**VII. Friends Report** –Special Services Director Van Swol displayed the prizes for the summer reading challenge that the Friends purchased. The next meeting is May 14, 2024.

**VIII. New Business**

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

B. Trustee Webb moved and Trustee Rubinkowski seconded that:

**ACCOUNTS PAYABLE DATED APRIL 30, 2024 IN THE AMOUNT OF \$285,488.13 AS PRESENTED IN ATTACHMENT A – 05/08/2024 BE APPROVED FOR PAYMENT.**

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

C. Planning Committee Report – Jean Threadgill, Chair  
Trustee Threadgill reported the Committee met and Pete DeCicco, Building Services Director has been researching the bidding process. The next meeting is May 29 at 10:00 A.M.

D. Personnel Committee Report - Phil Priest, Chair  
Trustee Priest reported the Committee met and are reviewing the Family Leave benefits. The next meeting is May 28 at 10:00 A.M.

E. Bylaws Committee Report - Marsha Kremer, Chair reported the Committee did not meet.

F. Trustee Webb moved and Trustee Erturk seconded that:

**THE BOARD VOTE TO WAIVE THE FIRST READING OF THE CHANGES TO THE PURCHASING POLICY.**

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

Trustee Rubinkowski moved and Trustee Webb - seconded that:

**THE BOARD APPROVE AS AMENDED THE PURCHASING POLICY ALLOWING THE EXECUTIVE DIRECTOR THE AUTHORITY TO MAKE PURCHASES NOT TO EXCEED \$10,000 IN VALUE WITHOUT PRIOR APPROVAL BY THE LIBRARY BOARD AND INCREASE ALL OTHER LIMITS OUTLINED IN THE POLICY BY \$5,000 - ATTACHMENT B - 05/08/2024.**

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

- G. Heritage Committee Report - Adrienne Rubinkowski, Chair reported the Volunteer Appreciation Luncheon was a success and thanked everyone involved for their help. The next meeting will be Wednesday, May 15 at 4:30 P.M.
- H. Development Committee Report: Marsha Kremer, Chair  
Trustee Kremer lead a discussion about the survey results from the Board Evaluations. Trustee Rossi distributed a list of training courses available online.
- I. City of Rolling Meadows – Stefanie Boucher, Alderperson/Ex-Officio Director reported about upcoming May events, the Fourth of July parade, and a change in the summer City Council meeting dates/times.
- J. Other New Business  
Trustee Webb mentioned the new display of the Hummel figurines donated by Ernest Martin, in honor of Josephine Martin. The “I Spy: What Can You Find” search has been well received by all. The Board will send a Thank You note.

**IX. Adjournment**

Trustee Erturk 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 8:20 P.M.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Marsha Kremer, Secretary June 12, 2024  
Rolling Meadows Library Board