ROLLING MEADOWS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
7:00 P.M. – WEDNESDAY, JULY 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, Marsha Kremer, Steve Rossi, Melanie Elfers, Megan Gawlik, Liesel Hughes and Sylvia Vange
Absent: Mary Erturk

Also present: Jack Bower, Executive Director; Lucia Khipple, Assistant Director/Youth Services Director; Jennifer Collette, Reference 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, Administrative Services Coordinator; Stefanie Boucher, City of Rolling Meadows Alderperson and Melissa Wolf, City of Rolling Meadows Attorney

President Threadgill welcomed new Board Members Melanie Elfers and Liesel Hughes, and City of Rolling Meadows Attorney Melissa Wolf.

II. **Oath of Office for Newly Appointed Board Trustees:** Trustees Melanie Elfers and Liesel Hughes were sworn in along with reappointed Vice President Phil Priest.

III. **Board President Report –** President Threadgill reported that she met with the new Board Members and Executive Director Jack Bower for orientation. New committee assignments will be forthcoming.

IV. **Approval of Minutes**
A. Trustee Priest moved and Trustee Vange seconded that:

THE SECRETARY'S LIBRARY BOARD MEETING OPEN MINUTES DATED 06/12/2024 BE APPROVED.

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

V. **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.

VI. **Education Report** – OMA/FOIA Updates - Melissa Wolf, City of Rolling Meadows Attorney
Melissa Wolf updated the Board on transparency laws with a handout and discussion.

Ms. Wolf departed at 8:28 P.M.

VII.   **Executive Director Report** Jack Bower, Executive Director reported about auto renewals, launching the Vega online catalog system, opening small meeting room #4, and the press release regarding the bequest.

VIII.   **Friends Report** –Special Services Director Van Swol reported the book sale is July 19-21.

IX.   **New Business**
   A.   Development Committee Report - Marsha Kremer, Chair reported the Development Committee met to review nominations and develop a recommended Board Officer Slate of Candidates.

   B.   Trustee Kremer read the Board Officer Slate of Candidates as presented in Attachment A – 07/10/2024.

         Hearing no additional nomination from the floor, Trustee Kremer moved and Trustee Gawlik seconded that:

         THE BOARD CAST A UNANIMOUS BALLOT TO ELECT JEAN THREADGILL PRESIDENT; PHIL PRIEST VICE-PRESIDENT; STEVE ROSSI TREASURER, AND MARSHA KREMER SECRETARY FOR A ONE-YEAR TERM IN THEIR RESPECTIVE OFFICES.

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

   C.   Finance Committee Report – Trustee Priest reported that the Finance Committee met at 6:30 P.M. and reviewed the financial documents.

   D.   Trustee Priest moved and Trustee Rossi seconded that:

         ACCOUNTS PAYABLE DATED JUNE 2024 IN THE AMOUNT OF $272,882.48 AS PRESENTED IN ATTACHMENT B – 07/10/2024 BE APPROVED FOR PAYMENT.

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

   E.   Planning Committee Report – Jean Threadgill, Chair reported the next meeting is scheduled for Monday, August 5 at 10:00 A.M.

   F.   Trustee Priest moved and Trustee Vange seconded that

         THE BOARD APPROVE THE HIRING OF LIBRARY STRATEGIES FOR STRATEGIC PLAN CONSULTING SERVICES AT A COST NOT TO EXCEED $30,000 AS PRESENTED IN ATTACHMENT C – 07/10/2024.

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

   G.   Personnel Committee Report - Phil Priest, Chair no report at this time.

   H.   Bylaws Committee Report - Marsha Kremer, Chair no report at this time.

I. Trustee Kremer moved and Trustee Vange seconded that:

    THE BOARD APPROVE THE BOARD ROOM AND COMMUNITY ROOM MEETING RESERVATIONS POLICY AS PRESENTED IN ATTACHMENT D - 07/10/2024.

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

J. Trustee Kremer moved and Trustee Vange seconded that:

    THE BOARD APPROVE THE SMALL GROUP MEETING ROOMS POLICY AS PRESENTED IN ATTACHMENT E - 07/10/2024.

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

K. Trustee Priest moved and Trustee Vange seconded that:

    THE BOARD WAIVE THE FIRST READING OF THE PHOTOGRAPHY AND RECORDING POLICY AS PRESENTED IN ATTACHMENT F - 07/10/2024.

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

    Trustee Kremer moved and Trustee Gawlik seconded that:

    THE BOARD APPROVE THE PHOTOGRAPHY AND RECORDING POLICY AS PRESENTED IN ATTACHMENT F - 07/10/2024.

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

L. Heritage Committee Report – Trustee Gawlik reported that the committee would continue to look for meaningful ways to preserve and display significant library artifacts.

M. City of Rolling Meadows Ex-Officio Director Report - Stefanie Boucher reported about the new logo for the city, the school supply drive in August, and upcoming community events. She also announced Mayor Lara Sanoica had her baby.

N. Other New Business - none

X. Adjournment

Trustee Rossi moved to adjourn the meeting and Trustee Priest seconded. Following the opportunity for discussion, the question was called. The motion was unanimously approved on a voice vote.

The meeting was adjourned at 9:02 P.M.

Approved _____ **Date** _____

Marsha Kremer, Secretary   August 14, 2024
Rolling Meadows Library Board