

**ROLLING MEADOWS LIBRARY BOARD
HERITAGE COMMITTEE MINUTES
4:30 P.M. – MONDAY, MARCH 27, 2024
LIBRARY BOARD ROOM**

I. Call to Order

Trustee Rubinkowski called to order the Heritage Committee Meeting at 4:32 P.M. in the Library Board Room.

Committee Members Present: Trustees Adrienne Rubinkowski, Chairperson and Megan Gawlik.

Also Present: Sylvia Vange, Trustee; Lucia Khipple, Interim Director/Youth Services Director, Mary Sebel, Circulation Services Director and Jessica Van Swol, Special Services Director

Absent: none

II. Approval of Minutes from the Last Committee meeting

Trustee Gawlik moved that the minutes from the 02/19/2024 meeting be approved. The motion was unanimously approved on a voice vote.

III. Meeting Open to the Public for Twenty Minutes

The meeting was open to the public for twenty minutes. No one from the public addressed the Board.

IV. Old Business

A. Trustee. Rubinkowski spoke to Bev Keagle at the Rolling Meadows Historical Society (RMHS). Ms. Keagle will search RMHS's archive records for anything to do with the Rolling Meadows Library, and will connect with Trustee Rubinkowski when she has finished.

B. Trustee Gawlik shared research from six surrounding Library Boards. In all libraries researched, bylaws and meeting minutes did not reflect the Board playing an active role in maintaining library history. Five libraries have a generic history of the library page on their website. All six communities have historical societies just like Rolling Meadows.

V. New Business

A. Legacy Project Nominations

Trustee Gawlik moved to nominate Donna Naymola and Donna Harrison to be honored in the RML Heritage project. Approved by voice vote. The nominations will be presented at the April Board meeting for approval.

B. Historical Records Retention Trustee Gawlik discussed creating guidelines for retention of archived materials' notable events to include in the library historical records, and will draft it. The proposed guidelines will be presented at the April Board meeting for approval.

Next meeting scheduled for Wednesday, April 17, 2024 at 4:30 P.M.

VI. Adjournment

Trustee Gawlik 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 5:36 P.M.

Approved _____ Date _____