

**ROLLING MEADOWS LIBRARY BOARD  
HERITAGE COMMITTEE MINUTES  
4:30 P.M. – TUESDAY, SEPTEMBER 10, 2024  
ADMINISTRATIVE OFFICE**

**I. Call to Order**

Chairperson Megan Gawlik called to order the Heritage Committee Meeting at 4:30 P.M. in the Library Board Room.

Board Members Present: Trustees Megan Gawlik, Melanie Elfers and Steve Rossi

**II. Approval of Minutes from the Last Committee meeting**

Trustee Rossi moved and Trustee Elfers seconded that the minutes from the 6/19/2024 meeting be approved as amended. 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. Overview of Committee Work for New Members

1. Trustee Gawlik and Trustee Rossi explained the committee's duties according to the Library Board Bylaws.

B. Continue Sorting of Historical Documents and Materials

1. Committee members believe that all historical documents in board possession have been reviewed according to the approved retention policy.
2. A brainstorm was conducted for how to display and make documents more available to the public. Framing selected items for display on the first floor brick pillars will be the committee's first pursuit, followed by a process for digitizing physical materials (mostly news articles).
3. Next steps of developing a plan for review by the Library Board will be discussed at the next committee meeting.

**V. New Business**

A. Other New Business

1. Tuesday, September 24 at 4:30pm was set as the next meeting date.

**VI. Adjournment**

Trustee Elfers moved and Trustee Rossi second that the meeting adjourned at 4:55 P.M.

Approved \_\_\_\_\_ Date \_\_\_\_\_