

**ROLLING MEADOWS LIBRARY BOARD
PLANNING COMMITTEE MEETING MINUTES
10:00 A.M. – MONDAY, MAY 6, 2024
LIBRARY BOARD ROOM**

I. Call to Order

Trustee Threadgill Chairperson called to order the Planning Committee Meeting at 10:00 A.M. in the Library Board Room.

Board Members Present: Trustees Jean Threadgill, Steve Rossi, Sylvia Vange and Peg Webb.

Also present: Jack Bower, Executive Director; Pete DeCicco, Building Services Director, Lucia Khipple, Youth Services Director; Jennifer Colette Reference Director; and Mike Mraz IT Director.

Absent: none

II. Approval of Minutes

Trustee Rossi moved and Trustee Vange seconded that:

THE COMMITTEE'S MINUTES DATED 03/11/2024 BE APPROVED.

Following the opportunity for discussion, the question was called. 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 was in attendance.

IV. Unfinished Business

There was no unfinished business.

V. New Business:

A. Bid Process

The bid process was discussed. Any project costing over \$25,000 must go to bid. Pete DeCicco will investigate what will be required starting with the city.

B. Spending Limit Increase

The Committee recommends that the spending limit of the Purchasing Policy with the Executive Director's approval increase from \$5,000 to \$10,000 and will present the increase for Board approval at the next meeting of the Board.

C. Capital Project Timeline Update

The projects of immediate concern are the roof and the ejector pumps. The re-carpeting of Youth Services will be a project for after the summer school break.

D. Other New Business

None

E. Schedule Next Meeting

The Committee will meet on May 29, 2024 at 10:00 A.M.

VI. Adjournment

Trustee Webb moved and Trustee Vange seconded that the meeting be adjourned. Following the opportunity for discussion, the question was called. The motion was unanimously approved on a voice vote.

The meeting was adjourned at 10:28 A.M.

Approved _____ Date _____