

**ROLLING MEADOWS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
7:00 P.M. – TUESDAY, FEBRUARY 6, 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 7:04 P.M. in the Library Board Room.

Board Members Present: Trustees Threadgill, Priest, Webb, Erturk, Gawlik, Rossi, Rubinkowski, Vange, and Stefanie Boucher, Alderperson/Ex-Officio Director.

Board Members Absent: Kremer

Also present: Lucia Khipple, Interim Director/Youth Services Director; Jennifer Collette, Interim Assistant Director/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, and Laura Garcia, Community Outreach Coordinator.

**II. Approval of Minutes**

A. Trustee Vange moved and Trustee Webb seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED  
01/10/2024 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** – Ms. Garcia, Community Outreach Coordinator, reported on her trip to the Guadalajara International Book Fair.

**V. Board President Report** – President Threadgill updated the Board on the Executive Director search. Dieters and Todd provided the link to all the applications, and zoom interviews have been scheduled for Monday, February 26<sup>th</sup> and Wednesday, February 28<sup>th</sup>.

**VI. Executive Director Report** – Interim Director Khipple updated the Board on the retirement of Sharon Montague and introduced Jessica Van Swol as the new Special Services Director. In addition, Ms. Khipple informed the Board that a lawyer was consulted for the Joyce Mackert IRA bequest to the library and that the 2024 library property tax exemption has been filed.

**VII. Friends Report** – Ms. Van Swol will have more to report on the Friends at the next library board meeting.

**VIII. New Business**

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

B. Trustee Webb moved and Trustee Rubinkowski seconded that:

**ACCOUNTS PAYABLE DATED DECEMBER 31, 2023 IN THE AMOUNT OF \$104,886.87 AS PRESENTED IN ATTACHMENT A – 02/06/2024 BE APPROVED FOR PAYMENT.**

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

C. Trustee Webb moved and Trustee Rubinkowski seconded that:

**ACCOUNTS PAYABLE DATED JANUARY 31, 2024 IN THE AMOUNT OF \$228,655.86 AS PRESENTED IN ATTACHMENT B – 02/06/2024 BE APPROVED FOR PAYMENT.**

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

D. Trustee Erturk moved and Trustee Gawlik seconded that:

**THE BOARD APPROVE THE RESOLUTION CONFIRMING ACCEPTANCE OF A CASH DONATION OF THE ESTATE OF JOYCE MACKERT AS PRESENTED IN ATTACHMENT C – 02/06/2024.**

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

E. Planning Committee Report – Jean Threadgill, Chair  
President Threadgill reported the next meeting is scheduled for March 20<sup>th</sup> at 10 A.M.

F. Personnel Committee Report – Phil Priest, Chair  
Trustee Priest reported that they did not meet.

G. Bylaws Committee Report – Marsha Kremer, Chair  
In Trustee Kremer’s absence, Trustee Gawlik presented the first reading of changes to the Library Bylaws as listed in Attachment D - 02/06/2024. The next meeting is scheduled for Monday, February 19<sup>th</sup> at 4 P.M.

H. Heritage Committee Report – Adrienne Rubinkowski, Chair  
Trustee Rubinkowski reported that the next meeting scheduled for Monday, February 19<sup>th</sup> at 3 P.M.

I. Development Committee Report – Marsha Kremer, Chair  
In Trustee Kremer’s absence, Trustee Rubinkowski presented for discussion Attachment E - 02/06/2024 revising the regularly scheduled meeting dates of the Board Of Library Trustees.

J. Trustee Rubinkowski moved and Trustee Erturk seconded that:

**THE BOARD APPROVE THE REVISED REGULARLY SCHEDULED MEETING DATES AS PRESENTED IN ATTACHMENT E – 02/06/2024.**

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

K. City of Rolling Meadows Ex Officio Director Report – Stefanie Boucher – Alderperson updated the Library Board on city council and community activities.

L. Trustee Vange moved and Trustee Webb seconded that:

**THE BOARD APPROVE THE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FY2023 FOR SUBMISSION TO THE ILLINOIS STATE LIBRARY AS PRESENTED IN ATTACHMENT F - 02/06/2024**

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

M. Other New Business  
No new business.

**IX. Adjournment**

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

The meeting was adjourned at 8:05 P.M.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Marsha Kremer, Secretary March 13, 2024  
Rolling Meadows Library Board