

**ROLLING MEADOWS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
7:00 P.M. – WEDNESDAY, JANUARY 8, 2025  
LIBRARY BOARD ROOM**

**I. Call To Order**

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: President Jean Threadgill, Vice President Phil Priest, Treasurer Steve Rossi, Secretary Marsha Kremer, Trustee Melanie Elfers, Trustee Megan Gawlik, Trustee Liesel Hughes, Trustee Sylvia Vange and City of Rolling Meadows Alderperson Stefanie Boucher

Absent: Trustee Mary Erturk

Also present: Executive Director Jack Bower, Assistant Director Lucia Khipple, Readers Services Director Mary Constance Back, Reference Services Director Jennifer Collette, Technical Services Director Wendy Freeman, Information Technology Director Mike Mraz, Circulation Services Director Mary Sebela, Special Services Director Jessica Van Swol, and Administrative Associate Karen Levenson

Present via Zoom 7:00 – 8:15 P.M.:

Library Strategies Consultant David Katz, Library Strategies Consultant Nick Dimassis and Library Strategies Consultant Melissa Brechon

**II. Approval of Minutes**

A. Trustee Rossi moved and Trustee Vange seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED  
12/11/2024 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 was in attendance.

**IV. Educational Presentation: 2025-2027 Strategic Plan Presentation and Discussion - Library Strategies led the discussion via zoom. At 8:15 P.M. the discussion ended and President Threadgill moved to item E to vote on the Strategic Plan, and then resumed agenda order.**

- Trustee Rossi moved and Trustee Priest seconded that:

**THE LIBRARY BOARD APPROVE THE 2025-2027 STRATEGIC PLAN AS  
PRESENTED IN ATTACHMENT C – 01/08/2025 AS AMENDED IN THE  
DISCUSSION.**

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

- V. Board President Report** – President Threadgill reported that Representative Nicole Grasse will be at the library monthly. Also, the Library now offers Notary services.
- VI. Executive Director Report** - Executive Director Bower discussed items from his written monthly report highlighting the status of releasing the new website, and that we received all the funds from the generous donation from Joyce Mackert. The Executive Director's evaluation timeline was discussed. The questions was ask if the library has cyber insurance in case of a ransomware attack, Jack will research.
- VII. Friends Report** –Special Services Director Van Swol reported the Friends have not met yet this year. The Spring Book Sale is March 14-16, 2025.
- VIII. New Business**
  - A. Finance Committee Report – Treasurer Rossi reported that the Finance Committee met at 6:30 P.M. and reviewed the financial documents.
  - B. Trustee Rossi moved and Trustee Elfers seconded that:  
  
**ACCOUNTS PAYABLE DATED DECEMBER 2024 IN THE AMOUNT OF \$530,551.72 AS PRESENTED IN ATTACHMENT A – 01/08/2025 BE APPROVED FOR PAYMENT.**  
  
Following the opportunity for discussion, the motion was called. The motion carried unanimously on a roll call vote.
  - C. Trustee Gawlik moved and Trustee Elfers seconded that:  
  
**THE LIBRARY BOARD APPROVE THE LIBRARY'S ANNUAL PER CAPITA GRANT APPLICATION AS PRESENTED IN ATTACHMENT B – 01/08/2025.**  
  
Following the opportunity for discussion, the motion was called. The motion carried unanimously on a voice vote.
  - D. Planning Committee Report – President Threadgill reported the next meeting is Monday, January 13, 2025 at 10:00 A.M., the Strategic Plan and the roofing project will be discussed.
  - E. The Strategic Plan item was moved to the Educational Presentation by Library Strategies.
  - F. Personnel Committee Report – Vice President Priest – did not meet, no report.
  - G. Bylaws Committee Report – Treasurer Rossi – did not meet, no report.
  - H. Development Committee Report – Secretary Kremer – did not meet, no report.

- I. Heritage Committee Report –Trustee Gawlik reported they will meet on Monday, January 13, 2025 at 4:00 P.M. Please submit any Volunteer of the Year nominations before the meeting.
- J. Trustee Gawlik moved and Trustee Rossi seconded that:

**THE LIBRARY BOARD APPROVE THE NOMINATION OF JOYCE MACKERT FOR INCLUSION IN THE LIBRARY’S LEGACY PROJECT AS PRESENTED IN ATTACHMENT D – 01/08/2025.**

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 reported the City is offering a Free Power of Attorney Clinic on January 24, 2025. The new logo and seal were approved, and will be rolled out soon. There is a RM Jazz Fest at RMHS on March 1, 2025.
- L. Other New Business – none.

**IX. Adjournment**

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

The meeting was adjourned at 8:45 P.M.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Marsha Kremer, Secretary  
Rolling Meadows Library Board  
February 12, 2025