

**ROLLING MEADOWS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
7:00 P.M. – WEDNESDAY, MARCH 12, 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 7:02 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 Mary Erturk, Trustee Liesel Hughes, Trustee Sylvia Vange and City of Rolling Meadows Alderperson Mike Koehler

Absent: Trustee Megan Gawlik, City of Rolling Meadows Alderperson Stefanie Boucher

Also present: Executive Director Jack Bower, Assistant Director Lucia Khipple, Information Technology Director Mike Mraz, Special Services Director Jessica Van Swol, and Administrative Associate Karen Levenson

**II. Approval of Minutes**

A. Trustee Vange moved and Trustee Elfers seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED  
02/19/2025 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. Educational Presentation – Room Booking Module – Executive Director Bower discussed the new website and demonstrated the room booking reservation pages.**

**V. Board President Report – President Threadgill reported the positive feedback about the new Self-Checkout station, and noted this will augment the Circulation department and not replace anyone. She commented it is encouraging to see things from the Strategic Plan rolling out.**

**VI. Executive Director Report – Jack highlighted the new Flicks on Fire, early access to the newest movies, Strategic Plan progress will be indicated in the forthcoming Director’s Reports. Self-Checkout station is up and running. The Library is now able to accept credit card payments at the circulation desk, as well as, at the reference desk for large print jobs. The Department Directors had their final meeting with the consultants and began work on the implementation plan. The first items being addressed are the new web site, evaluating the possibility of joining a consortium, and a Building Needs Assessment. A Book Bike has been ordered with funds from the Friends of the Library for outreach in the community.**

**VII. Friends Report** – Special Services Director Van Swol reported that the Friends Books sale begins March 13, 2025. The Friends have offered to pay for the Library Summer Reading Challenge T-shirts. This includes prize T-shirts for Youth and Adult patrons in addition to staff and Board shirts.

**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 Vange seconded that:

**ACCOUNTS PAYABLE DATED MONTH YEAR IN THE AMOUNT OF \$340,593.23 AS PRESENTED IN ATTACHMENT A – 03/12/2025 BE APPROVED FOR PAYMENT.**

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

C. Planning Committee Report – President Threadgill reported the committee met and reviewed the bids for the roofing project. The roof replacement is scheduled to begin April 7.

D. Trustee Priest moved and Trustee Erturk seconded that:

**THE BOARD AWARD THE ROOF REPLACEMENT PROJECT TO ALL AMERICAN EXTERIOR SOLUTIONS FOR A TOTAL AMOUNT OF \$298,500.00 AS PRESENTED IN ATTACHMENT B – 03/12/2025.**

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

E. Personnel Committee Report – Vice President Priest reported the committee will meet on March 18 to begin reviewing the Employee Handbook.

F. Bylaws Committee Report – Treasurer Rossi reported the committee met and determined the timeline of policies to review.

G. Trustee Rossi moved and Trustee Hughes seconded that:

**THE BOARD APPROVE THE SUSPENSION AND BAN POLICY AS PRESENTED IN ATTACHMENT C – 03/12/2025.**

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

H. Development Committee Report – Secretary Kremer reported the committee met February 28 and discussed Board education, The LACONI Trustee Banquet on Friday, May 30, 2025 from 6-9 P.M. They also discussed Director Bower's goals and accomplishments.

- I. Heritage Committee Report –In Trustee Gawlik’s place, Jack reported the committee met and discussed the volunteer lunch. All Board Trustee’s invitations have been distributed, please RSVP by April 15.
- J. City of Rolling Meadows Ex-Officio Director Report – In Alderperson Stefanie Boucher’s place Alderperson Mike Koehler reported they are working with the Library to offer a series of Sustainability Saturday speakers, Kirchoff Corridor plan is ongoing and a proclamation will be read at the next Cook County Board meeting honoring the 70<sup>th</sup> anniversary of Rolling Meadows.
- K. Other New Business –All trustees should have received an email to complete their Statement of Economic Interest (SEI) form.

## **IX. CLOSED SESSION**

Trustee Erturk moved and Trustee Vange seconded:

**THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(21) TO DISCUSS MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT AND AS PART OF THE SEMI-ANNUAL REVIEW MANDATED BY SECTION 2.06. ADDITIONALLY, UNDER 5 ILCS 120/2(C)(1) TO DISCUSS THE EXECUTIVE DIRECTOR’S COMPENSATION, PERFORMANCE REVIEW, AND 2025 GOALS.**

Following the opportunity for discussion, the motion was called. The motion carried unanimously on a voice vote. The Board entered into Closed Session at 8:07 P.M.

The Board returned to open session at 8:29 P.M.

## **X. Reconvene to Open Session**

- A. Trustee Priest moved and Trustee Erturk seconded that:

**THE SECRETARY’S CLOSED LIBRARY BOARD MINUTES DATED 02/19/2025 BE APPROVED.**

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

- B. Trustee Priest moved and Trustee Vange seconded that:

**THE CLOSED MINUTES REVIEWED FOR RELEASE IN CLOSED ATTACHMENT A – 3/12/2025 AND REVIEWED UNDER 5 ILCS 120/2(C)(21) NEED TO REMAIN CONFIDENTIAL AND MAY NOT BE MADE AVAILABLE FOR PUBLIC INSPECTION.**

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

- C. Trustee Elfers moved and Trustee Erturk seconded that:

**THE LIBRARY WILL DESTROY ALL VERBATIM RECORDS AND TAPES OF CLOSED SESSION MEETINGS MORE THAN 18 MONTHS OLD AS ALLOWED IN AND IN ACCORDANCE WITH THE PROCEDURES DESCRIBED IN 5 ILCS 120/2.06(C).**

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

- D. Trustee Rossi moved and Trustee Erturk seconded that

**THE BOARD APPROVE AN ADJUSTMENT TO THE EXECUTIVE DIRECTOR'S COMPENSATION PACKAGE.**

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

## **XI. Adjournment**

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

The meeting was adjourned at 8:37 P.M.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Marsha Kremer, Secretary April 15, 2025  
Rolling Meadows Library Board