

**ROLLING MEADOWS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
7:00 P.M. – WEDNESDAY, AUGUST 12, 2026
LIBRARY BOARD ROOM**

I. Call To Order

Library Board President Phil Priest 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.

II. Roll Call

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

Absent: Trustee Mary Erturk

Also present: Executive Director Jack Bower, Assistant Director Lucia Khipple, Building Services Director Pete DeCicco (left at 7:20 P.M.), Information Technology Director Mike Mraz, Administrative Associate Karen Levenson, and Rolling Meadows Resident Alisa Duda (arrived at 7:20 P.M.)

III. Approval of Minutes

A. Trustee Elfers moved and Trustee Threadgill seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES
DATED 07/08/2026, THE BYLAWS COMMITTEE OF 03/25/2026 AS
AMENDED; THE DEVELOPMENT COMMITTEE OF 06/12/2026; THE
HERITAGE COMMITTEE OF 02/23/2026; AND THE PERSONNEL
COMMITTEE OF 12/08/2025 BE APPROVED.**

Following the opportunity for discussion, the question was called. The motion was unanimously approved by a voice vote.

IV. Public Comment

The meeting was open to the public for a period not to exceed twenty minutes. No one from the public addressed the Board.

V. Educational Presentation

A. Building Services Department Overview - Pete DeCicco, Building Services Department Director provided an overview of his department and spoke about what they do on a daily basis, and other special projects such as the ongoing west parking lot resurfacing.

B. Library Tours Discussion – Discussed tours of the Carol Stream, Addison and Indian Trails libraries. Trustees and staff compared notes on what was positive and negative about the libraries they visited. Tiffany Nash and Dan Pohrte from Product Architecture + Design pointed out highlights of the redesign.

VI. Board President Report – President Priest stated it’s his honor to be President, and thanked everyone for their votes and support. He delivered the 100th Birthday card to former trustee

Eunice Semple and updated her on the library activities. He will be attending the ILA Conference on Oct. 8 in Peoria, all Board members are invited to attend. Director Bower will be receiving the ILA Freedom Award at the ILA Conference.

- VII. Executive Director Report** –Director Bower shared the Director's Report, and gave special thanks to Wendy, Technical Services Director; Mary I., Circulation Services Assistant Director; and Mike, Information Technology Director for all their extra effort with the CCS migration.

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. Treasurer Rossi moved and Trustee Threadgill seconded that:

ACCOUNTS PAYABLE DATED JULY 2026 IN THE AMOUNT OF \$379,701.11 AS PRESENTED IN ATTACHMENT A – 08/12/2026 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 Priest reported the committee met July 13 and discussed the financial aspect of projects.
- D. **Action:** Approval of the Facility Needs Assessment, as presented by Product Architecture + Design at the June 10, 2026, Board Meeting. Trustee Gawlik requested a more formalized document before consideration and the vote was tabled for September.
- E. Policy & Personnel Committee Report –Trustee Gawlik stated no meeting is scheduled at this time.
- F. Development Committee Report – Secretary Kremer reported the committee has not met, and will schedule a meeting when needed.
- G. City of Rolling Meadows Ex-Officio Director – Alderperson Stefanie Boucher thanked the library for attending recent city events; 4th of July Parade and National Night Out. Upcoming events include the Thursday Back to School drive and Friday Night Rocks. Meadows Fest is scheduled for Sept 25-27. The Hope fund luncheon will be October 29. The new garbage collection begins in September.

- H. Other New Business - none

IX. Adjournment

Trustee Elfers moved to adjourn the meeting and Treasurer Rossi seconded. The motion was unanimously approved on a voice vote. The meeting was adjourned at 8:29 P.M.

Approved _____ **Date** _____
Marsha Kremer, Secretary September 9, 2026
Rolling Meadows Library Board