

**ROLLING MEADOWS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
7:00 P.M. – WEDNESDAY, DECEMBER 10, 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 Mary Erturk, Trustee Megan Gawlik, Trustee Sylvia Vange and City of Rolling Meadows Alderperson Mike Koehler

Absent: Trustee Liesel Hughes, City of Rolling Meadows Alderperson Stefanie Boucher

Also present: Executive Director Jack Bower, Assistant Director Lucia Khipple, Information Technology Director Mike Mraz, Administrative Associate Karen Levenson and Alex Todd, Deiters & Todd Library Consultants

II. Approval of Minutes

A. Trustee Priest moved and Trustee Gawlik seconded that:

**THE SECRETARY'S LIBRARY BOARD MEETING OPEN MINUTES DATED
11/12/2025 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 was in attendance.

IV. Educational Presentation: Board & Director Roles and Responsibilities- Alex Todd, Deiters and Todd Library Consultants. Mr. Todd presented an overview of Trustee and Library Director Responsibilities, “Working Together for the Success of the Library”.

V. Board President Report – President Threadgill reported that the library closed early on November 29, 2025 for the safety of patrons and staff due to snow.

VI. Executive Director Report - Director Bower reported on highlights of the Executive Director’s Report and that Harassment Prevention training is required by all staff and Board members annually. RML has been formally admitted into the cooperative Computer Services (CCS) consortium. The CCS training for department directors will begin in December. Rolling Meadows property tax bills were delivered in mid-November are due December 15. The Library partnered with the City of Rolling Meadows Human Services Department to support their Holiday Giving Tree program. Staff and patrons participated by choosing ornaments from the tree. Jack attended the ILA Legislative Breakfast.

VII. Friends Report – Director Bower reported there was no meeting in December but a holiday celebration instead. The November book sale results will be reported soon, with an increase in credit card payments.

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 NOVEMBER 2025 IN THE AMOUNT OF \$346,902.32 AS PRESENTED IN ATTACHMENT A – 12/10/2025 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 that the meetings with the architecture firm consultants will begin in December. The next meeting date is to be determined.
- D. Personnel Committee Report – Vice President Priest reported that the annual review of the employee handbook has been completed. The next meeting date is to be determined.
- E. Bylaws Committee Report – Treasurer Rossi reported the committee has completed the policy review and will meet next February 2, 2026 at 10:00 A.M.
- F. Development Committee Report – Secretary Kremer reported that the committee did not meet, the next meeting date is to be determined.
- G. Heritage Committee Report – Trustee Gawlik reported that the committee selected April 18, 2026 for the annual volunteer luncheon from 12:30-2 P.M. Nomination forms for the volunteer of the year were distributed and are due by February 23, 2026 the date of the next committee meeting.
- H. City of Rolling Meadows Ex-Officio Director Report – Ald. Koehler reported on the finalization of the Kirchoff Road Plan and commended Director Bower's work with the City Council.
- I. Other New Business – none

IX. Adjournment

Trustee Elfers moved to adjourn the meeting and Trustee Vange seconded. The motion was unanimously approved on a voice vote.

The meeting was adjourned at 8:26 P.M.

Approved _____ **Date** _____
Marsha Kremer, Secretary
Rolling Meadows Library Board January 14, 2026