

**ROLLING MEADOWS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
7:00 P.M. – WEDNESDAY, JANUARY 14, 2026
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 Liesel Hughes and City of Rolling Meadows Alderperson Stefanie Boucher

Absent: Trustee Sylvia Vange

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. Treasurer Rossi moved and Trustee Erturk seconded that:

**THE SECRETARY'S LIBRARY BOARD MEETING OPEN MINUTES DATED
12/10/2025 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: Special Services Department Summer Reading Multi-Year Roadmap Presentation - Special Services Department Director Jessica Van Swol, presented the history of the summer reading program at RML, and gave an overview of the long term roadmap. The plans for the 2026 summer reading program were shown, and ideas for future summer reading programs were shared.

V. Board President Report – President Threadgill complimented the library outdoor holiday lights.

VI. Executive Director Report - Director Bower highlighted items from his Executive Report and noted that property tax distribution has been delayed by Cook County.

VII. Friends Report – Director Bower reported the Friends met January 13, 2026. The Volunteer Luncheon will be held Saturday, April 18, 2026. Volunteer of the Year nomination forms are due to the Administration office by February 23, 2026. The Friends raised \$3,011.16 at their last book sale. The next sale will be held March 13-15, 2026.

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 Erturk seconded that:

**ACCOUNTS PAYABLE DATED DECEMBER 2025 IN THE AMOUNT OF
\$440,236.98 AS PRESENTED IN ATTACHMENT A – 01/14/2026 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 Threadgill reported that the Committee has not met the next meeting is to be determined.

D. Personnel Committee Report – Vice President Priest reported the committee has not met, but has nearly completed work on the Employee Handbook update. VP Priest thanked Kristin for all her hard work for the committee.

E. Trustee Gawlik moved and Trustee Erturk seconded that:

**THE BOARD APPROVE THE AMENDED ADDITION TO THE EMPLOYEE
HANDBOOK 606: PREGNANCY-RELATED LEAVE AND
ACCOMMODATIONS.**

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

Trustee Elfers moved and Treasurer Rossi seconded that:

**THE BOARD APPROVE THE EMPLOYEE HANDBOOK AS PRESENTED IN –
ATTACHMENT B – 1/14/2026 AS AMENDED.**

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

F. Bylaws Committee Report – Treasurer Rossi reported no report at this time.

G. Development Committee Report – Secretary Kremer reported the Committee will meet on January 23 at 11:00 A.M.

H. Heritage Committee Report – Trustee Gawlik reported that the Committee will meet February 23, 2026 at 4:30 P.M.

I. City of Rolling Meadows Ex-Officio Director Report – Ald. Boucher reported that the city has increased availability of the city newsletter that previously was available only in resident water bills. Assistance with energy bills is available through the city, residents should contact the Human Services Department. Early voting begins February 5, 2026. Election day is March 17, 2026.

J. Other New Business – none

IX. Adjournment

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

The meeting was adjourned at 7:55 P.M.

Approved _____ **Date** _____
Marsha Kremer, Secretary February 11, 2026
Rolling Meadows Library Board