

**ROLLING MEADOWS LIBRARY BOARD
PLANNING COMMITTEE MINUTES
10:00 A.M. – MONDAY, MARCH 10, 2025
LIBRARY BOARD ROOM**

I. Call to Order

Chairperson President Threadgill called to order the Planning Committee Meeting at 10:00 A.M. in the Library Board Room.

Board Members Present: President Jean Threadgill, Trustee Steve Rossi, and Trustee Sylvia Vange

Also present: Executive Director Jack Bower, Assistant Director Lucia Khipple, Reference Services Director Jennifer Collette, Readers Services Director Mary Constance Back, and Building Services Director Pete DeCicco

II. Approval of Minutes from the Last Committee meeting

Trustee Rossi moved and Trustee Vange seconded that the minutes from the 1/13/2025 meeting be approved. The motion was unanimously approved on a voice vote.

III. Meeting Open to the Public for Twenty Minutes

The meeting was open to the public for twenty minutes. No one from the public was in attendance.

IV. Unfinished Business - none

V. New Business

A. Review Bids and Recommend Contractor for Roof Replacement Project
DLA sent a letter of recommendation to accept the bid of \$298,500 from American Exterior solutions of Lake Zurich, IL including the contingency allowance of \$25,000. If the allowance money is not required for additional work, then it will remain unspent and be credited back to the Library as a deductive change order.

B. Strategic Plan Implementation Discussion
The Strategic Planning Committee met with the consultants and worked on the goals and strategies in the Implementation Plan. Priorities include: 1. New website to be launched first part of 2025, 2. In April the Collection Development Committee will evaluate the possibility of joining a library consortium, 3. A Facility Needs Assessment will be conducted. Executive Director Jack Bower will research the best option for hiring consultants for the assessment. Jack will present the Strategic Plan to the City Council on April 15.

C. Other New Business – none

D. Schedule Next Meeting – TBD May 2025.

VI. Adjournment

Trustee Vange moved and Trustee Rossi seconded that the meeting adjourn at 10:35 A.M.

Approved _____ Date _____