

**ROLLING MEADOWS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
7:00 P.M. – WEDNESDAY, OCTOBER 8, 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 Liesel Hughes, Trustee Sylvia Vange and City of Rolling Meadows Alderperson Stefanie Boucher

Absent: none

Also present: Executive Director Jack Bower, Assistant Director Lucia Khipple, Information Technology Director Mike Mraz, Circulation Services Director Mary Sebela, Circulation Services Assistant Director Mary Ivory-Coulomb, Circulation Associate Jean Hoffman, and Administrative Services Coordinator Kristin Troy

II. Approval of Minutes

A. Trustee Rossi moved and Trustee Priest seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED
09/10/2025 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: Circulation Department Overview – Circulation Services Director Mary Sebela, and Circulation Services Assistant Director Mary I. and Circulation Services Associate Jean H. presented the mechanics and charms of circulation focusing on over dues and the Library of Things.

V. Board President Report – President Threadgill reported on the City Human Services Department Celebration of Hope luncheon where our Youth Services staff member and Community Services Outreach Coordinator Laura G. was honored with the Hope Award. Laura’s speech was outstanding and she received a standing ovation.

VI. Executive Director Report - Director Bower reported on the Celebration of Hope Luncheon and Executive Director’s report highlights. Jack reported that Cook County property tax bills are delayed, hopefully to be sent to residents late November. Baker and Taylor our largest book supplier has gone out of business greatly affecting libraries everywhere.

VII. Friends Report –Director Bower reported the Friends haven’t met yet this month; the next meeting is Tuesday, October 14.

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 SEPTEMBER 2025 IN THE AMOUNT OF \$330,919.86 AS PRESENTED IN ATTACHMENT A – 10/08/2025 BE APPROVED FOR PAYMENT.

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

- C. Trustee Priest moved and Trustee Erturk seconded that:
THE BOARD APPROVE THE FY2026 LIBRARY BUDGET IN AMOUNT OF \$5,036,000 AND FY2026 LEVY OF \$4,632,400 AS PRESENTED IN ATTACHMENT B – 10/08/2025.

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

Jack will present the budget to the City at the October 14 City Council meeting.

- D. Planning Committee Report – President Threadgill reported the next meeting is set for October 20 at 10:00 A.M.
- E. Personnel Committee Report – Vice President Priest reported the next meeting is set for November 3 at 10:00 A.M.
- F. Bylaws Committee Report – Treasurer Rossi reported the committee met, and present the updated Collection Development Policy.
- G. Trustee Rossi moved and Trustee Vange seconded that
THE BOARD APPROVE THE COLLECTION DEVELOPMENT POLICY AS PRESENTED IN ATTACHMENT C – 10/08/2025.

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

- H. Development Committee Report – Secretary Kremer discussed 2026 Board Meeting dates, and the next Development meeting is TBD.
- I. Heritage Committee Report –Trustee Gawlik reported no meeting planned.
- J. City of Rolling Meadows Ex-Officio Director Report – Ald. Boucher thanked everyone for the support of the Hope Fund. Upcoming events include Trunk or Treat on 10/25, City Council meetings on 10/14 and 10/28, and the Committee of the Whole meeting on 10/21. The Giving Tree information will be coming soon.
- K. Other New Business – none

IX. CLOSED SESSION

Trustee Erturk moved and Trustee Vange seconded that:

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.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered into Closed Session at 8:01 P.M.

The Board returned to open session at 8:09 P.M.

X. Reconvene to Open Session

A. Trustee Rossi moved and Trustee Gawlik seconded that:

THE SECRETARY'S CLOSED MINUTES DATED 06/11/2025 BOARD MEETING BE APPROVED.

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

B. Trustee Erturk moved and Trustee Vange seconded that:

THE CLOSED MINUTES REVIEWED FOR RELEASE IN CLOSED ATTACHMENT A – 10/08/2025 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 question was called. The motion carried unanimously on a voice vote. There were no Closed Minutes released.

C. Trustee Priest moved and Trustee Hughes seconded that:

THE LIBRARY WILL DESTROY ALL ELIGIBLE VERBATIM RECORDS AND RECORDINGS 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) AND CONSISTENT WITH THE LIBRARY'S BYLAWS.

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

XI. Adjournment

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

The meeting was adjourned at 8:10 P.M.

Approved _____ Date _____
Marsha Kremer, Secretary November 12, 2025
Rolling Meadows Library Board