

**ROLLING MEADOWS LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
7:00 P.M. – WEDNESDAY, NOVEMBER 12, 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, Trustee Melanie Elfers, Trustee Mary Erturk, Trustee Megan Gawlik, Trustee Liesel Hughes, Trustee Sylvia Vange and City of Rolling Meadows Alderperson Stefanie Boucher

Absent: Secretary Marsha Kremer

Also present: Executive Director Jack Bower, Assistant Director Lucia Khipple, Information Technology Director Mike Mraz, and Administrative Associate Karen Levenson

**II. Approval of Minutes**

A. Trustee Priest moved and Trustee Vange seconded that:

**THE SECRETARY’S LIBRARY BOARD MEETING OPEN MINUTES DATED 10/08/2025 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:** Illinois Library Association Conference Recap – Trustee Gawlik and Trustee Priest summarized presentations they attended: Mock Board Meeting, Accessibility in Libraries, Illinois Public Library Standards, Supporting the Immigrant Community with Literacy and other topics.

**V. Board President Report** – President Threadgill thanked Trustee Gawlik and Trustee Priest for attending the ILA Conference and for their report.

**VI. Executive Director Report** - Director Bower reported that there is a ILA Legislative Meetup on Dec. 3 in Northbrook. RML has been officially accepted into the CCS Consortium. Jack presented the of the Library Budget for 2026 to the City Council on October 14. The Illinois Senate recognized the Service of Public Library Trustees. Jack highlighted information from the Monthly Director’s Report, and acknowledged Laura Garcia who was presented the Hope Award by the City of Rolling Meadows Department of Human Services for her outstanding service to the community.

- VII. Friends Report** –Director Bower reported the Friends held a meeting on Nov. 11, 2025. Their book sale starts Nov. 13 and they are now accepting credit cards. The book shop has started a turkey game to draw in customers.

**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 OCTOBER 2025 IN THE AMOUNT OF \$529,918.44 AS PRESENTED IN ATTACHMENT A – 11/12/2025 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 committee interviewed two architecture firms. The committee recommends the hiring of Product Architecture + Design. Director Bower is familiar with the work of the construction managers they work with.
- D. Trustee Rossi moved and Trustee Vange seconded that  
**THE BOARD APPROVE THE HIRING OF PRODUCT ARCHITECTURE + DESIGN FOR THE FACILITY NEEDS ASSESSMENT NOT TO EXCEED \$12,000.**

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

- E. Personnel Committee Report – Vice President Priest reported the committee met on Nov. 3 and the review of the Employee Handbook is nearly complete. The next meeting is scheduled for Dec 8.
- F. Bylaws Committee Report – Treasurer Rossi reported the committee met, and updated 4 policies: Weather & Emergency Closing, General Reserve Policy, Purchasing Policy and added the term limits to follow the city’s updated laws to the Bylaws.
- G. Trustee Rossi moved and Trustee Gawlik seconded that  
**THE BOARD APPROVE THE WEATHER & EMERGENCY CLOSING POLICY (FORMERLY TITLED LIBRARY CLOSINGS: WEATHER POLICY) AS PRESENTED IN ATTACHMENT B - 11/12/2025.**

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

- H. Trustee Rossi moved and Trustee Gawlik seconded that  
**THE BOARD APPROVE THE GENERAL RESERVE FUND POLICY AS PRESENTED IN ATTACHMENT C - 11/12/2025.**

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

- I. Trustee Rossi moved and Trustee Gawlik seconded that  
**THE BOARD APPROVE THE PURCHASING POLICY AS PRESENTED IN ATTACHMENT D - 11/12/2025.**

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

- J. Trustee Rossi moved and Trustee Gawlik seconded that  
**THE BOARD APPROVE THE PROPOSED ADDITIONS TO THE BYLAWS IN ACCORDANCE WITH THE CITY OF ROLLING MEADOWS ORDINANCE NO. 25-55, AS PRESENTED IN ATTACHMENT E - 11/12/2025.**

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

- K. Development Committee Report – In the absence of Secretary Kremer, Director Bower reported they have not met, but the 2026 Board Meeting dates are ready to be presented to the Board for approval. Also a date for the library to close to the public for all staff training on Friday, September 25, 2026.

- L. Trustee Gawlik moved and Trustee Hughes seconded that  
**THE BOARD APPROVE THE CLOSURE OF THE LIBRARY TO THE PUBLIC ON FRIDAY, SEPTEMBER 25, 2026, FOR AN EMPLOYEE TRAINING DAY.**

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

- M. Trustee Gawlik moved and Trustee Elfers seconded that  
**THE BOARD APPROVE RESOLUTION NO. 25-02, ESTABLISHING THE REGULAR MEETING DATES OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF ROLLING MEADOWS, COOK COUNTY, ILLINOIS, FOR 2026, AS PRESENTED IN ATTACHMENT F - 11/12/2025.**

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

- N. Heritage Committee Report –Trustee Gawlik reported will meet on Monday, November 24, 2025 at 4:30 p.m. to discuss the volunteer luncheon.

- O. City of Rolling Meadows Ex-Officio Director Report – Ald. Boucher reported that the Celebration of Hope luncheon raised \$35,000. Dec. 4 is the city tree lighting ceremony, it will be held at City Hall. Look for Giving Trees in the Library and elsewhere in the city to support families in need. There are 3 more city council meetings left in 2025. Alderman Kohler will be substituting for Ald. Boucher at the December Library Board meeting.

- P. Trustee Gawlik moved and Trustee Priest seconded that  
**THE BOARD APPROVE THE ISSUANCE OF NON-RESIDENT LIBRARY CARDS FOR THE NEXT TWELVE MONTHS AS PER 75 ILCS 5/4-7, ATTACHMENT G - 11/12/2025.**

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

- Q. Trustee Gawlik moved and Trustee Priest seconded that  
**THE BOARD APPROVE RESOLUTION NO. 25-03, PARTICIPATION IN THE RAILS LIBRARY SYSTEM'S RESOURCE SHARING PROGRAM, AS PRESENTED IN ATTACHMENT H - 11/12/2025.**

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

- R. Other New Business - none

**IX. Adjournment**

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

The meeting was adjourned at 8:14 P.M.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Marsha Kremer, Secretary December 10, 2025  
Rolling Meadows Library Board