

**ROLLING MEADOWS LIBRARY BOARD  
PLANNING COMMITTEE MINUTES  
9:30 A.M. – WEDNESDAY, NOVEMBER 5, 2025  
LIBRARY BOARD ROOM**

**I. Call to Order**

Chairperson President Threadgill called to order the Planning Committee Meeting at 9:30 A.M. in the Library Board Room.

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

Also present: Executive Director Jack Bower, Reference Services Director Jennifer Collette, Readers Services Director Mary Constance Back, Building Services Director Pete DeCicco and IT Director Mike Mraz

**II. Approval of Minutes**

Trustee Rossi moved and Trustee Vange seconded that the minutes from the 10/20/2025 meeting be approved as amended. 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 a period not to exceed twenty minutes. No one from the public was in attendance.

**IV. Unfinished Business - none**

**V. New Business**

- A. Studio GC Presentation – Scott Delano and Darren Schretter presented and answered questions from the committee.
- B. Product Architecture + Design Presentation – Dan Pohrte and Tiffany Nash presented and answered questions from the committee.
- C. Architect Firm Discussion – Firms were discussed and Product Architecture + Design was selected pending follow-up and reference check.  
President Threadgill left the meeting at 11:44 A.M.

Trustee Vange moved and Trustee Rossi second that the Committee recommend at the November Board Meeting that the Board hire Product Architecture + Design for facility needs assessment.

- D. Other New Business - none
- E. Schedule Next Meeting – no meeting scheduled at this time.

**VI. Adjournment**

Trustee Rossi adjourned the meeting at 12:05 P.M.

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_