



MINUTES

Board of Trustees Meeting
150 North Ottawa Street, Board Room
January 26, 2023, 6:00PM

1. Convene and Call to Order

A regular meeting of the Board of Trustees of the Joliet Public Library was held on January 26, 2023. This meeting was originally scheduled for January 19, 2023, but was postponed due to illness. The meeting convened at 6:31PM with President Lynn Samalea presiding.

2. Pledge of Allegiance

Dennis Broz, Assistant Manager of Adult Services at Black Road, led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

Trustees absent: Gawlik, Markley, and Ostrem.

Staff members in attendance: Megan Millen, Jim Deiters, Val Devine, Yazmin Nielsen, Monique Petrie, Keisha Mandara, Vanessa Padilla, and Dennis Broz.

Motion to allow Essie Chavez to attend via telephone

Nancy Henricksen moved and Diane Harris seconded to allow Essie Chavez to attend via telephone, due to illness. The motion carried unanimously via voice vote.

4. Agenda Revision and Approval

Elaine Bottomley moved and Nancy Henricksen seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

5. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – November 17, 2022

MOTION: Elaine Bottomley moved and Kelly Rohder-Tonelli seconded to approve the minutes from November 17, 2022. The motion carried unanimously via voice vote.

6. Treasurers Report

MOTION: Elaine Bottomley moved and Kelly Rohder-Tonelli seconded to accept and authorize for payment the 1/19/2023 Accounts Payable for \$112,539.81, the Checks Written since Last Board Meeting on 11/17/22 in the amount of \$595,111.23 and the Electronic Payroll Transfers on 11/25/2022, 12/09/22, 12/23/22, and 1/06/23 in the amount of \$381,040.99 for a Total Accounts Payable of \$1,088,692.03. The motion passed unanimously with the following Trustees voting “aye”: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

MOTION: Elaine Bottomley moved and Diane Harris seconded to accept and file for audit the 1/19/2023 Balance Sheet, the Report of Accounts, Cash Drawers, and Tax Distribution Report. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

7. Public Participation on Action Items – None.

8. Executive Directors Report – Megan Millen

A complete Report was included in the Board Packet. Following are some of the highlights of her report:

Executive Director Millen explained that a strategic planning Request for Proposal (RFP) is being prepared by administration and she described the potential timeline avoiding the busy Summer Reading months. Trustee Rohder-Tonelli asked about the stakeholders’ levels of involvement. Millen would like to hear the recommendations from the consultants.

Millen provided an update on the State Construction Grant currently going through the necessary checks and balances. The Grant money will come, but no estimated delivery date at this time.

Millen explained to the Board that New Year’s Eve 2023 falls on a Sunday and that we would normally close at 5pm, leaving an odd, short, 1-4pm opening. After brief discussion, the consensus was to make that day a holiday for this year. Approval vote to take place at the February Meeting.

Millen was elected President Nominee of the Rotary Board. This puts her on course to be President Elect in 2024, then President in 2025. She will also participate in an international Rotary trip to Calgary. She is honored to serve.

9. Deputy Directors Report – Jim Deiters

A complete Report was included in the Board Packet. Following are some of the highlights of his report:

Deiters pointed to the year-end circulation statistics that highlight usage trends are moving forward in a positive direction. While guests to Black Road have not returned to the numbers pre-pandemic, there has been a significant increase of visitors and program attendees at the renovated Ottawa Street building. Staff members are happy for their return! 2022 was a big year for the Library, so Deiters and Hewlett, Communications Manager, created a brochure full of photos, statistics, and along with a few “feel good” stories. At the December All-Staff Holiday Gathering, Beverly Porter, Clerk in Youth Services, celebrated 35-years at the Joliet Public Library.

10. Unfinished Business – None.

11. New Business –

The staff and Board will review a small group of policies every month. After a first reading and a final review, Trustees will approve each of the updated policies.

ACTION ITEMS:

- Acceptable Use (Rules of Conduct) Policy
- Americans with Disabilities Act (ADA) Policy
- Anti-Bullying Policy
- Guidelines for Banning Patrons Policy

Nancy Henricksen moved and Kelly Rohder-Tonelli seconded approval of the revised Acceptable Use, now Rules of Conduct, Policy. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

Diane Harris moved and Elaine Bottomley seconded approval of the revised Americans with Disabilities Act (ADA) Policy. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

Diane Harris moved and Elaine Bottomley seconded approval of the revised Anti-Bullying Policy. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

Kelly Rohder-Tonelli moved and Elaine Bottomley seconded approval of the revised Guidelines for Banning (now Barring) Patrons Policy. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

DISCUSSION ITEMS:

- Capital Assets Policy
- Circulation Policy
- Collection Development Policy
- Serving Our Public 4.0: Per Capita Grant Requirement

Deputy Director Deiters briefly presented the three policies up for an initial reading at the Meeting and up for approval at the February Meeting. Staff feedback will be emailed to Trustees in advance for consideration.

Trustee Bottomley asked about the Library’s Circulation Policy and a patron’s ability to renew their card from home. Manager Mandara explained the Library’s every three-year procedure and the importance of making-contact and checking-in for the protection of the patron’s account and the Library’s information. The majority of Pinnacle libraries continue to have an “in-person” requirement for renewing cards. The drive-thru at Black Road is an option for patrons in need.

Executive Director Millen reviewed the 2023 Per Capita requirements with the Board of Trustees. Millen recommended two aspects of services where there is room for improvement. One of these items, parking at Ottawa Street, is mostly out of the Library’s control, and the other, website accessibility, will be addressed in the coming months.

Trustee Henricksen inquired about the changes to ILA Advocacy’s Legislative Meet-Ups for 2023. The Advocacy Committee is promoting talking with local legislators in their district locations and at their home libraries. She also asked about attending two upcoming webinars. The webinars may be redundant for someone as experienced as Trustee Henricksen, but keeping up-to-date is always valuable. Millen and Deiters will collaborate with nearby libraries on a plan for communicating with local government representatives.

12. Public Participation - None

13. Staff Reports –

Dennis Broz, Assistant Manager of Adult Services, named a few of the new hires in his Department. He also was excited to share that a Spanish-language computer class was offered to patrons for the first time in a long time.

Vanessa Padilla, Circulation Supervisor, just finished interviewing with the help of Monique for the OSB Circulation Clerk position. The Study Rooms are popular and patrons are enjoying the new technology. She is looking forward to the bookmobile and cannot wait for our patrons to enjoy this outreach service.

Keisha Mandara, Manager of Access Services, introduced Monique Petrie to the Board. Monique recently returned to JPL as Circulation Supervisor at Black Road and Keisha is grateful to have her back on the team. Monique “grew-up” at the Library and feels like she is back home.

Yazmin Nielsen, Stacks Supervisor, hired a new Page for Ottawa Street, and he has completed his training. She is in the process of interviewing candidates for the two openings at Black Road and is preparing everyone for the busy Summer Reading time.

Val Devine, Special Project Coordinator, described JPL’s collaboration with Schaumburg, Aurora, Elgin and the Conservation Foundation on the Smart Salt and You exhibit coming in November 2023. She applied for a grant to host the ExoPlanet traveling exhibit. Dates (mid-August to mid-September) confirmed for the Violins of Hope collection. Val made a request to George Lucas to record a small promo for SWD to be shown on JPL’s social outlets. Also, she submitted an ILA grant application for \$2,000.

14. Announcements – None.

15. Adjournment

MOTION: Diane Harris moved and Elaine Bottomley seconded to adjourn the meeting at 7:32PM. The motion carried unanimously via voice vote

Secretary, Gail Gawlik

Date