



## **MINUTES**

Board of Trustees Meeting  
150 North Ottawa Street, Board Room  
November 17, 2022, 6:00PM

### **1. Convene and Call to Order**

A regular meeting of the Board of Trustees of the Joliet Public Library was held on November 17, 2022. The meeting convened at 6:00PM with President Lynn Samalea presiding.

### **2. Pledge of Allegiance**

Gail led the group in the Pledge of Allegiance.

### **3. Roll Call of Trustees**

Trustees present: Henricksen, Ostrem, Samalea, Chavez, Gawlik, Bottomley, Markley, and Harris.

Trustees absent: Rohder-Tonelli

Staff members attending were Megan Millen, Jim Deiters, Mallory Hewlett, Laura Yanchick, Chris Special, Josh Phillips, and Val Devine.

### **Motion to allow Essie Chavez to attend via telephone**

Nancy Henricksen moved and Jack Markley 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 Diane Harris seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

### **5. Minutes Review, Revision, and Approval**

Trustee Board Meeting Minutes – October 20, 2022  
Committee of the Whole Meeting Minutes – October 24, 2022

**MOTION:** Nancy Henricksen moved and Elaine Bottomley seconded to approve the minutes from October 20, 2022, and the minutes from October 24, 2022. The motion carried unanimously via voice vote.

## **6. Treasurers Report**

**MOTION:** Elaine Bottomley moved and Jack Markley seconded to accept and authorize for payment the 11/17/2022 Accounts Payable for \$250,230.78, the Checks Written since Last Board Meeting on 10/22/2022 in the amount of \$192,958.43 and the Electronic Payroll Transfers on 10/28/2022 and 11/10/2022 in the amount of \$247,164.90 for a Total Accounts Payable of \$690,354.11. The motion passed unanimously with the following Trustees voting “aye”: Bottomley, Markley, Chavez, Harris, Gawlik, Ostrem, Henricksen, and Samalea.

**MOTION:** Elaine Bottomley moved and Nancy Henricksen seconded to accept and file for audit the 11/17/2022 Balance Sheet, the Report of Accounts, Cash Drawers, and Tax Distribution Report. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Henricksen, Chavez, Markley, Gawlik, Ostrem, Harris, 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 the budget was given to City Council. Millen and Deiters attended the workshop meeting on November 14. The follow-up is that the Library was asked to provide staff salaries and present to the Council on December 5. Trustees were asked to be there in support.

Millen allowed Special Events Coordinator Val Devine to share her updates on potential displays and exhibitions. Amongst others, the Library will host a Frida Kahlo exhibit that coordinates with National Hispanic Heritage Month 2023.

Executive Director Millen provided updates on the State Construction Grant and the ARPA Grant. Both are going through the necessary checks and balances.

Last, she recapped her goals for 2023 with the addition of updating our Emergency Manual. With the new layout at Ottawa Street, access and egress points have changed.

## **9. Deputy Directors Report – Jim Deiters**

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

Deputy Deiters thanked the Board for approving a modest levy increase for the coming year. He explained the many tasks scheduled for the coming year including working on a new strategic plan, revising the Employee Handbook, and updating our Emergency Manual. Jim will work with Secretary Gawlik on minutes while Dana is on leave. All-Staff In-Service will be at Ottawa Street for the first time in a long time and everybody is excited to be in the new spaces. Deiters pointed to the circulation statistics this month to highlight that usage trends are moving forward in a positive direction. Staff members are happy that patrons are returning to the downtown building.

## **10. Unfinished Business –**

President Samalea reintroduced the idea of canceling the December Board Meeting. All Trustees present were in favor. President Samalea stated that unless any pressing issues arise, there will be no December Meeting.

## **11. New Business---**

### **FIRST READINGS:**

- Acceptable Use Policy
- Americans with Disabilities Act Policy
- Anti-Bullying Policy

The staff and Board will review a selection of policies every month. These three policies, plus the Guidelines for Banning Patrons policy, will be reviewed again in January. After final review, they will be approved. Trustee Bottomley inquired about the specificity in the Designated Coordinator requirement as part of the ADA policy. Executive Director Millen will ask the Library's attorney for an update to the policy.

## **12. Public Participation - None**

## **13. Staff Reports**

Communications Manager Mallory Hewlett updated the Board on recent marketing efforts including a very popular “ghost at the Library” Instagram post, and she handed out the handsome new Not Just Any Library booklets. Youth Services Manager Laura Yanchick presented Trustee Harris with her page display for the downtown storywalk/business showcase. She also shared

information about the wonderful, enhanced tutoring program now available at both locations. Virtual Customer Services Supervisor Chris Special was happy to announce that her team is fully-staffed and training has been going well. She mentioned too, that the Call Center received a large number of phone inquiries during early voting. DMS Manager Josh Phillips was excited to tell that appointments are up 40% from month-to-month. Trustee Ostrem was interested in the Project Burnham slide video and the Grand Opening footage. She explained how valuable these items are as promotional materials. Special Projects Coordinator Val Devine described all the happenings this year for Light-Up the Holidays. She also shared the good work the arts community is doing in support of local glass artist Sue Regis.

- 14. Announcements** – Trustee Harris announced that newly elected State Senator Rachel Ventura will be at ItisAmazing during Light-Up the Holidays, on the Friday after Thanksgiving.

**15. Adjournment**

**MOTION:** Jack Markley moved and Diane Harris seconded to adjourn the meeting at 6:52PM. The motion carried unanimously via voice vote

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Secretary, Gail Gawlik

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Date