



MINUTES

Board of Trustees

3395 Black Road, Meeting Room E&D

Meeting Date: October 20, 2022, 6 PM

1. Convene and Call to Order

A regular meeting of the Board of Trustees of the Joliet Public Library was held on October 20, 2022. The meeting convened at 6:00 p.m. with President Lynn Samalea presiding.

2. Pledge of Allegiance

Elaine led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Henricksen, Ostrem, Samalea, Chavez, Gawlik, Bottomley.

Trustees Absent: Markley and Harris, Rohder-Tonelli

Staff members attending were Megan Millen, Dana Perry, Jim Deiters, Laura Yanchick.

4. Motion to allow Essie Chavez to attend via telephone

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

5. Agenda Revision and Approval

MOTION: Essie Chavez moved and Emmie Ostrem seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

6. Minutes Review, Revision, and Approval

Trustee Board Meeting- September 15th, 2022.

MOTION: Elaine Bottomley moved and Nancy Henricksen seconded to approve the minutes from September 15th, 2022. The motion carried unanimously via voice vote.

7. Treasurers Report

MOTION: Elaine Bottomley moved and Nancy Henricksen seconded to accept and authorize for payment the 10/20/2022 Accounts Payable for \$718,648.43, the Checks Written since Last Board Meeting on 9/15/2022 in the amount of \$213,195.76 and the Electronic Payroll Transfers on 9/16/2022, 9/30/2022 & 10/14/2022 in the amount of \$383,011.57 for a Total Accounts Payable of \$1,314,855.76 The motion passed unanimously with the following trustees voting “aye”: Chavez, Gawlik, Ostrem, Henricksen, Samlea, and Bottomley.

MOTION: Elaine Bottomley moved and Gail Gawlik seconded to accept and file for audit the 10/20/2022 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution Report. The motion passed unanimously with the following trustees voting “aye”: Chavez, Gawlik, Ostrem, Henricksen, Samlea, and Bottomley

8. Public Participation on Action Items- None.

9. Executive Directors Report – Megan Millen

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

Megan gave what maybe one of her final reports on Project Burnham. While a punch list is still being chipped away at, the project is complete. She thanked the Board of Trustees for their belief and support in the project.

Coming before the Board for approval tonight is the FY2023 Operating Budget and FY2023 Fund Balance Distribution. The operating budget will be submitted to City of Joliet after board approval. We're happy to report a positive fund balance going into 2023.

10. Deputy Directors Report – Jim Deiters

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

Jim reported on the newly updated salary scale which was approved by the Board the month prior. With this foundation established, we were able to outline and present drafts for 2024 and 2025.

11. Unfinished Business – None.

12. New Business---

ACTION ITEMS:

- **Motion to approve 2023 Holiday Schedule**
Elaine Bottomley moved and Nancy Henricksen seconded to approve the revised 2023 Holiday Schedule
The motion carried unanimously via voice vote.
- **Motion to approve 2023 Board of Trustee Meeting Schedule**
Gail Gawlik moved and Elaine Bottomley seconded to approve to the 2023 Trustee Board Meeting Schedule.
The motion carried unanimously via voice vote.
- **Motion to approve Closed Session Review Committee Resolution No. 2022-02**
Nancy Henricksen moved and Emmie Ostrem seconded to approve Closed Session Review Committee Resolution No. 2022-02
The motion passed unanimously with the following trustees voting “aye”:
Chavez, Gawlik, Ostrem, Henricksen, Samlea, and Bottomley
- **Motion to approve Final FY2023 Operating Budget**
Elaine Bottomley moved and Nancy Henricksen seconded to approve the Final FY2023 Operating Budget.
The motion passed unanimously with the following trustees voting “aye”:
Chavez, Gawlik, Ostrem, Henricksen, Samlea, and Bottomley
- **Motion to approve Final FY2023 Fund Balance Distribution**
Elaine Bottomley moved and Gail Gawlik seconded to approve the Final FY2023 Fund Balance Distribution
The motion passed unanimously with the following trustees voting “aye”:
Chavez, Gawlik, Ostrem, Henricksen, Samlea, and Bottomley

13. Public Participation --- None.

14. Staff Reports

Youth Services Manager, Laura presented a trophy JPL received from Forest Park Elementary. JPL was nominated by Forest Park IE families as a community organization of character. Joliet Public Library values and shows the 4Rs: Respect, Responsibility, Responsiveness, and Resourcefulness, just like they learn and practice at FPIE.

15. Announcements --- None

16. Closed Session-- None.

17. Adjournment

MOTION: Elaine Bottomley moved and Nancy Henricksen seconded to adjourn the meeting at 6:56 p.m. The motion carried unanimously via voice vote

Secretary, Gail Gawlik

Date