



## MINUTES

Board of Trustees

Meeting Date: September 16, 2021

7:00 PM – Black Road Branch – Meeting Room E & D

### 1. Convene and Call to Order

A regular meeting of the Board of Trustees of the Joliet Public Library was held on September 16, 2021. The meeting convened at 7:00 p.m. with President Lynn Samalea presiding.

### 2. Pledge of Allegiance

Jim Deiters led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

Trustees present: Jack Markley, Nancy Henricksen, Lynn Samalea, Gail Gawlik, Elaine Bottomley, and Diane Harris.

Emmie Ostrem arrived at 7:02

Trustees absent: Essie Chavez and Kelly Rohder-Tonelli

Staff members attending were Megan Millen, Laura Yanchick, Josh Phillips, Mallory Hewlett, Keisha Mandara, Leticia Budrik, Vanessa Padilla, and Dana Perry.

Also in attendance were patrons Jim Suchy and Elvin Holloway

### 4. Motion to Allow Essie Chavez to Attend the Meeting via Telephone

We were unable to contact Essie via telephone.

### 5. Agenda Revision and Approval

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

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

Board of Trustees Meeting- August 19, 2021

**MOTION:** Diane Harris moved and Gail Gawlik seconded to approve the minutes from August 19, 2021. The motion passed unanimously via voice vote.

## **7. Treasurer's Report**

**MOTION:** Elaine Bottomley moved and Nancy Henricksen seconded to accept and authorize for payment the 9/16/2021 Accounts Payable for \$54,742.12, the Checks Written since Last Board Meeting on 8/19/2021 in the amount of \$540,718.40 and the Electronic Payroll Transfers on 8/20/2021 and 9/03/2021 in the amount of \$235,591.79 for a Total Accounts Payable of \$831,052.31. The motion passed unanimously with the following trustees voting "aye":Gawlik, Harris, Ostrem, Markley, Henricksen, Samalea, Bottomley.

**MOTION:** Elaine Bottomley moved and Diane Harris seconded to accept and file for audit the 9/16/2021 Balance Sheet, the Report of Accounts, Cash Drawers, and Tax Distribution. The motion passed unanimously with the following trustees voting "aye":Gawlik, Harris, Ostrem, Markley, Henricksen, Samalea, Bottomley.

## **8. Public Participation (Regarding the current agenda's ACTION ITEMS)—**

None.

## **9. Executive Director's Report---Megan Millen**

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

We are 22 weeks into phase 1 of construction. Unavailability of steel caused a brief delay, but overall the project continues to run smoothly. We are on schedule to move into phase 2 by the end of November.

A Naming Rights Policy will be brought before the Board next month for approval, along with at least two name requests for spaces in JPL.

## **10. Deputy Director's Report--- Jim Dieters**

**Welcome, Jim!** Jim has over 25 years with Illinois Libraries. He will be a wise council to our public services team and an experienced sounding board to our Executive Director, Megan.

## **11. Unfinished Business--- None.**

## **12. New Business---**

**Executive Director Review** – Written evaluations are due to Gail Gawlik by 11/01/2021. The face-to-face evaluation will be held in November.

- **Joliet Public Library Naming Rights Policy First Reading**
- **Appointment of Closed Session Minutes Review Committee**  
A committee was determined to serve on our Closed Meeting Minutes Review Committee. Chairperson, Lynn Samalea, along with Nancy Henricksen, Dr. Jack Markley and Diane Harris.
- **First Reading of Revision to the Bylaws, Section 5.01, changing the Regular Board Meeting time to 6:00 pm**  
Discussion was had on the pros and cons of changing our meeting time from 7 pm to 6 pm.  
Diane Harris moved and Gail Gawlik seconded to approve the First Reading of Revisions to the Bylaws, Section 5.01, changing the Regular Board Meeting time to 6:00 pm. The motion passed unanimously via voice vote.
- **Motion to approve amended Technology Manager job description**  
Gail Gawlik moved and Jack Markley seconded approve the amended Technology job description. The motion passed with the following trustees voting "aye": Harris, Markley, Henricksen, Gawlik, Samalea, Bottomley, Ostrem.
- **Motion to approve Digital Media Services Manager job description**  
Elaine Bottomley moved and Diane Harris seconded to approve the Digital Media Services Manager job description. The motion passed with the following trustees voting "aye": Harris, Markley, Henricksen, Gawlik, Samalea, Bottomley, Ostrem.

- **Motion to approve offsetting the cost of spouse and family health insurance by 50% beginning October, 2021**

Jack Markley moved and Nancy Henricksen seconded to approve offsetting the cost of spouse and family health coverage by 50% beginning October, 2021. The motion passed with the following trustees voting “aye”: Harris, Markley, Henricksen, Gawlik, Samalea, Bottomley, Ostrem.

**13. Public Participation---** Elvin Holloway praised the Digital Media Studio and their staff for their stellar services and customer service.

**14. Staff Reports---**

Vanessa Padilla, Keisha Mandara and Mallory Hewlett thanked the Board of Trustees for being staff minded and for offsetting the cost of family health insurance.

Josh Phillips thanked the board for approving his new job title, DMS Supervisor. He also thanked patron, Elvin Holloway for attending the board meeting. In addition, relayed to the board the upcoming expanded hours in the DMS.

**15. Announcements-** None.

**16. Adjournment**

**MOTION:** Diane Harris moved and Gail Gawlik seconded to adjourn the meeting at 8:00 p.m. The motion passed unanimously via voice vote.

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Secretary, Gail Gawlik

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Date