



## MINUTES

Board of Trustees

3395 Black Road, Meeting Room E&D

Meeting Date: September 15, 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 September 15, 2022. The meeting convened at 6:00 p.m. with President Lynn Samalea presiding.

### 2. Pledge of Allegiance

Diane Harris led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

Trustees present: Nancy Henricksen, Jack Markley, Emmie Ostrem, Lynn Samalea, Essie Chavez, Diane Harris, Elaine Bottomley.

Trustees Absent: Gail Gawlik and Kelly Rohder-Tonelli.

Staff members attending were Megan Millen, Dana Perry, Jim Deiters, Josh Phillips, Val Devine, Laura Yanchick.

### 4. Motion to allow Essie Chavez to attend via telephone

Nancy Henricksen and Diane Harris 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:** Emmie Ostrem moved and Elaine Bottomley seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

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

Trustee Board Meeting- August 18<sup>th</sup>, 2022.

**MOTION:** Nancy Henricksen moved and Elaine Bottomley seconded to approve the minutes from August 18<sup>th</sup>, 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 9/15/2022 Accounts Payable for \$243,275.30, the Checks Written since Last Board Meeting on 8/18/2022 in the amount of \$111,283.94 and the Electronic Payroll Transfers on 8/19/2022, 9/02/2022 in the amount of \$259,114.20 for a Total Accounts Payable of \$613,673.44 The motion passed unanimously with the following trustees voting “aye”: Chavez, Harris, Ostrem, Markley, Henricksen, Samalea, Bottomley.

**MOTION:** Elaine Bottomley moved and Diane Harris seconded to accept and file for audit the 9/15/2022 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution Report. The motion passed unanimously with the following trustees voting “aye”: Chavez, Harris, Ostrem, Markley, Henricksen, Samalea, 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-

We'd like to highlight the good work being done by Mallory in terms of getting the word out about our Grand Reopening.

A detailed budget will be brought to the October board meeting for approval.

As part of the budgeting process, Jim and Janie have worked hard to absorb the minimum wage increases in the state of Illinois. Our very elaborate salary schedule has been simplified and is being brought to the board tonight for approval.

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

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

The Library participated in one back to school event at Ottawa St. and hosted another at Black Road. A shout-out to all the staff and members of the Friends that helped run these events.

**11. Unfinished Business – None.**

**12. New Business---**

The annual review for the Executive Director will take place at the end of October. Please return the hand written evaluations to Gail by October 7<sup>th</sup>.

**ACTION ITEMS:**

- **Motion to approve 2023 Payscale**  
Jack Markley moved and Nancy Henricksen seconded to approve the revised 2023 Payscale  
The motion passed with the following trustees voting “aye: Chavez, Harris, Ostrem, Markley, Henricksen, Samalea, Bottomley.

**13. Public Participation --- None.**

**14. Staff Reports**

Laura reported on the success of our popular Teen Hub area.

**15. Announcements --- None**

**16. Closed Session-- None.**

**17. Adjournment**

**MOTION:** Elaine Bottomley moved and Diane Harris seconded to adjourn the meeting at 6:57 p.m. The motion carried unanimously via voice vote

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Secretary, Gail Gawlik

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Date