

**MINUTES**

Board of Trustees Meeting  
3395 Black Road Meeting Room F  
July 20, 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 July 20, 2023. The meeting started at 6:00PM with President Lynn Samalea presiding.

**2. Pledge of Allegiance**

Laura Yanchick led the group in the Pledge of Allegiance.

**3. Roll Call of Trustees**

Trustees present: Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli.

Trustees absent: Bottomley

Staff members present: Megan Millen, Jim Deiters, Josh Phillips, Brittney Campbell, Laura Yanchick, Val Devine, and Dana Perry

Also in attendance were David Dillon and Iesha Ellis

**4. Motion to allow Trustee Henricksen to attend via telephone**

Trustee Harris moved and Trustee Ostrem seconded to allow Trustee Henricksen to attend via telephone, due to illness. The motion carried unanimously via voice vote.

**5. Oath of Office - Carla Liburdi**

The Oath of Office was administered by Lynn Samalea, Board President to new Board Trustee Carla Montagano Liburdi.



6. Oath of Office - The Oath of Office was administered by Lynn Samalea, Board President, to the following trustees for their respective office:

**Gail Gawlik: President**  
**Diane Harris: Vice President**

To be sworn in next month-  
**Nancy Henricksen: Treasurer**  
**Elaine Bottomley: Secretary**

After oaths were taken, former President Samalea passed the gavel to incoming President Gawlik who then presided over the rest of the meeting.

**7. Agenda Revision and Approval**

Trustee Samalea moved and Trustee Ostrem seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

**8. Minutes Review, Revision, and Approval**

Trustee Board Meeting Minutes – June 15<sup>th</sup>, 2023

**MOTION:** Trustee Rohder-Tonelli moved and Trustee Harris seconded to approve the minutes from June 15<sup>th</sup>, 2023. The motion carried unanimously via voice vote.

**9. Treasurers Report**

**MOTION:** Treasurer Henricksen moved and Trustee Markley seconded to accept and authorize for payment the 7/20/2023 Accounts Payable for \$239,722.06 the Checks Written since Last Board Meeting on 6/15/2023 in the amount of \$150,172.26 and the Electronic Payroll Transfers on 6/23/2023, and 7/7/2023, in the amount of \$292,761.29 for a Total Accounts Payable of \$682,655.61 The motion passed unanimously with the following Trustees voting “aye”:, Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Montagano-Liburdi.

**MOTION:** Treasurer Henricksen moved and Trustee Harris seconded to accept and file for audit the 7/20/2023 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting “aye” Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Montagano- Liburdi.



**10. Public Participation on Action Items – None.**

**11. Executive Director Report – Megan Millen**

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

A draft of the FY2024 Budget has been presented to Director of Finance at the City.

The Questioners Exhibit has been a huge hit at Ottawa St. Kudos to Val for kicking off our foray into the traveling exhibit world with this green success.

We continue to work closely with the DCEO, the State Library and SMC regarding the grant money for Project Burnham.

We received four electronic responses to our RFP for the Strategic Plan. Tonight we are requesting approval for a contract with SKA+.

**12. Deputy Director Report – Jim Deiters**

A complete Report was included in the Board Packet.

Deputy Director Deiters reported on the impressive June programming numbers.

**13. Unfinished Business – None.**

**14. New Business –**

- **First Draft of FY2024 Operating Budget**

**Action Items:**

- **Trustee Reappointment Letter**

Trustee Samalea moved and Trustee Harris seconded to approve the Trustee Reappointment Letter.

The motion passed unanimously with the following trustees voting “aye”: Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Montagano- Liburdi.

- **SKA+ Associates for Strategic Planning**

Trustee Samalea moved and Trustee Rohder-Tonelli seconded to approve the firm SKA+ Associates for Strategic Planning.



The motion passed unanimously with the following trustees voting “aye”: Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Montagano- Liburdi.

- **Motion to approve Marketing and Community Outreach Policy**

Trustee Markley moved and Trustee Ostrem seconded to approve the Marketing and Community Outreach Policy.

The motion passed unanimously with the following trustees voting “aye”: Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Montagano- Liburdi.

- **Motion to approve Meeting Room Policy**

Trustee Harris moved and Trustee Samalea seconded to approve the Meeting Room Policy.

The motion passed unanimously with the following trustees voting “aye”: Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Montagano- Liburdi.

- **Motion to approve Naming Rights Policy**

Trustee Harris moved and Trustee Kelly Rhoder-Tonelli seconded to approve the Naming Rights Policy.

The motion passed unanimously with the following trustees voting “aye”: Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Montagano- Liburdi.

- **Motion to approve Outstanding Checks Policy**

Trustee Markley moved and Trustee Harris seconded to approve the Outstanding Checks Policy.

The motion passed unanimously with the following trustees voting “aye”: Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Montagano- Liburdi.

**DISCUSSION ITEMS:**

- Parental Internet Access Consent Form
- Partnerships & Community Involvement Policy
- Patron Confidentiality Policy
- Payment Card Industry (PCI) Information Security Policy
- Employee Handbook

Deputy Director Deiters presented the four policies up for an initial reading at the Meeting and then up for approval at the July Meeting. This in-depth, year-long review of public policies has been fruitful as a number of updates have been made and a number of unnecessary policies have been moved or removed.



**15. Public Participation - None**

**16. Staff Reports –**

Youth Services Manager, Laura, reported on the successful numbers for Summer Reading; over 3500 people signed up this year. In addition to successful Summer Reading Program, Youth Services Programming numbers are also on the rise.

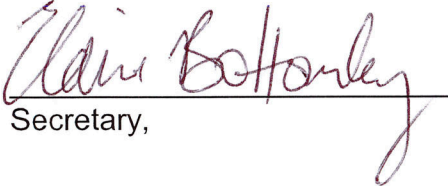
Digital Media Studio Manager, Josh captured and edited over 143 green screen photos of SWD attendees.

Special Projects Coordinator, Val, spoke highly of the new Joliet Public Library Art Wall in our Youth Services department, sponsored by Old National. Next up for our traveling exhibits, Violins of Hope. We will be displaying six Holocaust-era violins alongside their stories.

**17. Announcements – None**

**18. Adjournment**

**MOTION:** Trustee Ostrem moved and Trustee Samalea seconded to adjourn the meeting at 7:00 PM. The motion carried unanimously via voice vote.

  
Secretary,

Date 8/17/24