



MINUTES

Board of Trustees

Meeting Date: October 21, 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 October 21, 2021. The meeting convened at 7:00 p.m. with President Lynn Samalea presiding.

2. Pledge of Allegiance

Kelly Rohder-Tonelli led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Gail Gawlik, Elaine Bottomley, Diane Harris, Kelly Rohder-Tonelli, Emmie Ostrem, Essie Chavez, and Lynn Samalea.

Trustees absent: Nancy Henricksen, Jack Markley

Staff members attending were Megan Millen, Dawn Ritter, Josh Phillips, Jim Deiters, Chris Special and Dana Perry.

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

MOTION: Elaine Bottomley moved and Diane Harris seconded to allow Essie Chavez to attend the meeting via telephone.

5. Agenda Revision and Approval

MOTION: Gail Gawlik moved and Diane Harris seconded to accept the agenda as presented. The motion passed unanimously via voice vote.

6. Minutes Review, Revision, and Approval

Board of Trustees Meeting- September 16, 2021

MOTION: Elaine Bottomley moved and Kelly Rohder-Tonelli seconded to approve the minutes from September 16, 2021. The motion passed unanimously via voice vote.

7. Treasurer's Report

MOTION: Elaine Bottomley moved and Gail Gawlik seconded to accept and authorize for payment the 10/21/2021 Accounts Payable for \$74,430.10, the Checks Written since Last Board Meeting on 9/16/2021 in the amount of \$664,389.18 and the Electronic Payroll Transfers on 9/17/2021, 10/01/2021 and 10/12/2021 in the amount of \$229,015.24 for a Total Accounts Payable of \$967,834.52. The motion passed unanimously with the following trustees voting "aye": Gawlik, Bottomley, Harris, Rhoder-Tonelli, Ostrem, Chavez, Samalea.

MOTION: Elaine Bottomley moved and Diane Harris seconded to accept and file for audit the 10/21/2021 Balance Sheet, the Report of Accounts, Cash Drawers, and Tax Distribution. The motion passed unanimously with the following trustees voting "aye": Gawlik, Bottomley, Harris, Rhoder-Tonelli, Ostrem, Chavez, Samalea.

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 about 25 weeks into Project Burnham; phase 2 is scheduled to begin in December. Staff has been receiving tours to view their new offices.

The Naming Rights Policy committee identified two individuals who made serious contribution to the Joliet Public Library. Both contributed to the growth of Joliet Public Library and with the board's approval, have rooms named in their honor.

Also included in Megan's report was her quarterly strategic plan update. We continue to expand our Spanish language programs, explore opportunities to expand our services beyond our walls and implement a master plan for library renovations.

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

Deputy Director Dieters continues to meet one-on-one with his new team. Budget discussions, Project Burnham plans and planning for our upcoming In Service day are in full swing.

11. Unfinished Business--- Annual Evaluations for the Executive Director are due to Gail Gawlik by November 1st.

12. New Business---

- **Motion to approve purchase of two new Toshiba copy machines from Proven IT in the amount of \$21,495.00**
Diane Harris moved and Emmie Ostrem seconded to approve the purchase of two new Toshiba copy machines from Proven IT in the amount of \$21,495.00 . The motion passed with the following trustees voting "aye": Gawlik, Bottomley, Harris, Rhoder-Tonelli, Ostrem, Chavez, Samalea.
- **Motion to approve purchase of 3 new ScanEz Stations from TBS in the amount of \$24,999**
Gail Gawlik moved and Diane Harris seconded to approve purchase of 3 new ScanEz Stations from TBS in the amount of \$24,999.
The motion passed with the following trustees voting "aye": Gawlik, Bottomley, Harris, Rhoder-Tonelli, Ostrem, Chavez, Samalea.
- **Motion to approve purchase of refinishing existing 1903 library furnishing which includes, (2) small tables, (2) large tables, Director's desk, and (1) display case from Rustic Elements not to exceed amount of \$25,000**
Kelly Rohder-Tonelli moved and Emmie Ostrem seconded to approve purchase of refinishing existing 1903 library furnishing which includes, (2) small tables, (2) large tables, Director's desk, and (1) display case from Rustic Elements not to exceed amount of \$25,000
The motion passed with the following trustees voting "aye": Gawlik, Bottomley, Harris, Rhoder-Tonelli, Ostrem, Chavez, Samalea.
- **Trustees reviewed the first draft of the FY2022 Operating Budget without Project Burnham funds**
- **Motion to approve Joliet Public Library Naming Rights Policy**

Elaine Bottomley moved and Emmie Ostrem seconded to approve the Joliet Public Library Naming Rights Policy

The motion passed with the following trustees voting “aye”: Gawlik, Bottomley, Harris, Rhoder-Tonelli, Ostrem, Chavez, Samalea.

- **Motion to approve Revised Bylaws, Section 5.01, changing the Regular Board Meeting time to 6:00 pm.**

Gail Gawlik moved and Kelly Rohder-Tonelli seconded to approve Revised Bylaws, Section 5.01, changing the Regular Board Meeting time to 6:00 pm.

The motion passed with the following trustees voting “aye”: Gawlik, Bottomley, Harris, Rhoder-Tonelli, Ostrem, Chavez, Samalea.

- **Motion to Approve Joliet Public Library Holiday Schedule 2022**

Emmie Ostrem moved and Diane Harris seconded to approve Joliet Public Library Holiday Schedule 2022, with the following changes made:

Adding Martin Luther King Day, Monday, January 17 2022

Removing Good Friday, Friday, April 15. In addition, replacing it with a floating Holiday for all full and part time staff.

The motion passed unanimously via voice vote

- **Motion to approve naming of the James R. Johnston Meeting Room Pavilion at Black Road Branch**

Gail Gawlik moved and Kelly Rhoder-Tonelli seconded to approve naming of the James R. Johnston Meeting Room Pavilion at Black Road Branch.

The motion passed unanimously via voice vote

- **Motion to approve renaming the Ottawa Street Branch Joliet Room the Senator Patrick McGuire Room**

Kelly Rohder-Tonelli moved and Elaine Bottomley seconded to approve renaming the Ottawa Street Branch Joliet Room the Senator Patrick McGuire Room.

The motion passed unanimously via voice vote

- **Trustees reviewed chapters 1-4 of Serving Our Public 4.0**

13. Public Participation--- None.

14. Staff Reports---

Josh from the DMS provided a video featuring his new patron of the month. His recent partnership with iLead STEM and Business Leadership School allows students to come tour the DMS and learn more about 3D printing.

15. Announcements- None.

16. Adjournment

MOTION: Gail Gawlik moved and Elaine Bottomley seconded to adjourn the meeting at 8:12 p.m. The motion passed unanimously via voice vote.

Gail Gawlik
Secretary, Gail Gawlik

Nov. 18, 2022
Date