

## MINUTES

Board of Trustees

Meeting Date: November 18, 2021

6:00 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 November 18, 2021. The meeting convened at 6:00 p.m. with President Lynn Samalea presiding.

### 2. Pledge of Allegiance

Dawn Ritter led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

Trustees present: Dr. Jack Markley, Emmie Ostrem, Lynn Samalea, Essie Chavez, Diane Harris, Kelly Rohder-Tonelli

Trustees absent: Nancy Henricksen, Gail Gawlik

Elaine Bottomley arrived at 6:11 p.m.

Staff members attending were Megan Millen, Dawn Ritter, Josh Phillips, Jim Deiters, Mallory Hewlett, Chris Kenrc, Vanessa Padilla and Dana Perry.

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

**MOTION:** Diane Harris moved and Emmie Ostrem seconded to allow Essie Chavez to attend the meeting via telephone. The motion passed unanimously via voice vote.

### 5. Agenda Revision and Approval

**MOTION:** Kelly Rohder-Tonelli moved and Emmie Ostrem seconded to accept the agenda as presented. The motion passed unanimously via voice vote.

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

Board of Trustees Meeting- October 21st, 2021

**MOTION:** Elaine Bottomley moved and Kelly Rohder-Tonelli seconded to approve the minutes from October 21st, 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 11/18/2021 Accounts Payable for \$73,624.68, the Checks Written since Last Board Meeting on 10/21/2021 in the amount of \$818,510.56 and the Electronic Payroll Transfers on 10/29/2021, 11/12/2021 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”: 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-

Project Burnham continues to run smoothly, however, our inability to secure a fire alarm chip has pushed our timeline back. We are hopeful it arrive before the new year.

Trustees will be welcome to join a tour of the construction side on November 24<sup>th</sup> at 2pm.

We are delighted to announce the newest addition to our administrative team. Brittney comes to us with extensive and relevant experience; we look forward to her stepping in as our new HR Generalist.

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

Deputy Dieters continues to research the process, and pros and cons of creating a foundation.

He also recently enrolled in the Joliet Chamber of Commerce and Industry's 45<sup>th</sup> Annual Leadership School.

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

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

- **Motion to approve FY2022 Operating Budget**  
Dr. Jack Markley moved and Emmie Ostrem seconded to approve FY2022 Operating Budget.  
The motion passed with the following trustees voting "aye:  
Bottomley, Ostrem, Markley, Chavez, Samalea, Harris, Rohder-Tonelli.
- **Motion to approve FY2022 Fund Balance Distribution**  
Kelly Rohder-Tonelli moved and Diane Harris seconded to approve the FY2022 Fund Balance Distribution.  
The motion passed with the following trustees voting "aye:  
Bottomley, Ostrem, Markley, Chavez, Samalea, Harris, Rohder-Tonelli.
- **Motion to approve Operations Manager job description**  
Emmie Ostrem moved and Elaine Bottomley seconded to approve the Operations Manager job description.  
The motion passed unanimously via voice vote.
- **Motion to approve Technology Coordinator job description**  
Dr. Jack Markley moved and Kelly Rohder-Tonelli seconded to approve Technology Coordinator job description.  
The motion passed unanimously via voice vote.
- **Motion to approve floating holiday in lieu of Good Friday**  
Diane Harris moved and Emmie Ostrem seconded to approve a floating holiday in lieu of Good Friday.  
The motion passed unanimously via voice vote.

- Trustees reviewed chapters 5-7 of Serving Our Public 4.0

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

**14. Staff Reports---**

Josh showed trustees his new patron of the month video and updated them on some of the homeschooled patrons that have been coming to visit the DMS.

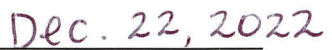
Mallory praised her officemate, Amanda, for continuing to promote JPL via social media. Also discussed by Mallory and Executive Director Millen was SWD 2022, the challenges with our former committee and our decision to pivot the event to an outdoor movie event.

**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.

  
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Secretary, Gail Gawlik

  
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Date