



MINUTES

Board of Trustees- Hybrid Meeting
Meeting Date: March 17, 2022

1. Convene and Call to Order

A regular meeting of the Board of Trustees of the Joliet Public Library was held on March 17, 2022. The meeting convened at 6:00 p.m. with President Lynn Samalea presiding.

2. Pledge of Allegiance

Gail Gawlik led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Dr. Jack Markley, Nancy Henricksen, Lynn Samalea, Gail Gawlik, Diane Harris, Kelly Rohder-Tonelli

Emmie Ostrem arrived at 6:05.

Trustees Absent: Essie Chavez, Elaine Bottomley.

Staff members attending were Megan Millen, Dana Perry, Mallory Hewlett, Laura Yanchick, Keisha Mandara, Jim Deiters, Kayla Sorensen, Linda Ling and Josh Phillips.

Also in attendance was Kristin Richardson from Engberg Anderson.

4. Agenda Revision and Approval

MOTION: Nancy Henricksen moved and Diane Harris seconded to accept the agenda as presented. The motion passed unanimously with the following trustees voting "aye" Markley, Henricksen, Samalea, Gawlik, Harris, Rohder-Tonelli.

5. Minutes Review, Revision, and Approval

Trustee Board Meeting- February 17th, 2022.

MOTION: Dr. Jack Markley moved and Nancy Henricksen seconded to approve the minutes from February 17th, 2022. The motion passed unanimously with the

following trustees voting “aye Markley, Henricksen, Samalea, Gawlik, Harris, Rohder-Tonelli.

6. Treasurers Report

MOTION: Gail Gawlik moved and Nancy Henricksen seconded to accept and authorize for payment the 3/17/2022 Accounts Payable for \$600,306.84, the Checks Written since Last Board Meeting on 2/17/2022 in the amount of \$243,476.10 and the Electronic Payroll Transfers on 2/18/2022 and 3/04/2022 in the amount of \$248,671.65 for a Total Accounts Payable of \$1,092,454.59 The motion passed unanimously with the following trustees voting “aye”: Markley, Henricksen, Samalea, Gawlik, Harris, Rohder-Tonelli, Ostrem

MOTION: Gail Gawlik moved and Dr. Jack Markley seconded to accept and file for audit the 3/17/2022 Balance Sheet, the Report of Accounts, Cash Drawers. The motion passed unanimously with the following trustees voting “aye”: Markley, Henricksen, Samalea, Gawlik, Harris, Rohder-Tonelli, Ostrem

7. Public Participation on Action Items- None.

8. Architect Presentation regarding Project Burnham- Kristen Richardson

Senior Associate Architect, Kristen Richardson, shared a power point presentation to review furniture plans.

9. Executive Directors Report -

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

With Will County positivity rate hovering around 2%, we have made the decision to go “masks optional” for patrons and staff. We are providing 3M N95 masks to all staff who request them.

Will County will be utilizing one of our meeting rooms for early voting from June 13th until June 27th. In addition to being an early and grace period voting location, we are also a Primary Election Polling place on Tuesday, June 28th.

A quarterly strategic plan update was provided, for the time period from December 2021- March 2022, we have made the following progress on these goals:

- Develop English as a Second Language (ESL) programming.
- Expand our Spanish language programs.

- Implement master plans for library building renovations, remodeling, and expansion.

10. Deputy Directors Report –

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

Thursday, March 17th, kicks-off this year's session of Community Leadership School. Once a week for ten weeks, the 2022 class meets at a number of Joliet area locations for civic-minded lectures and discussions.

Reaching Forward, held in Rosemont every year, has become so successful that there is now a second, "southern" Reaching Forward taking place in Champaign. Our own Joy Lang, Adult Services Clerk, is chairwoman of the northern conference this year.

11. Unfinished Business – None.

12. New Business---

ACTION ITEMS:

Motion to approve revised Policy Number. F03, Outstanding Check Policy

Gail Gawlik moved and Diane Harris seconded to approve revised Policy Number F03, Outstanding Check Policy.

The motion passed with the following trustees voting "aye: Markley, Henricksen, Samalea, Gawlik, Harris, Rohder-Tonelli, Ostrem.

Motion to approve Bid Package 04 from Interiors For Business for the amount of \$190,736.69

Nancy Henricksen moved and Emmie Ostrem seconded to approve Bid Package 04 from Interiors For Business for the amount of \$190,736.69

The motion passed with the following trustees voting "aye: Markley, Henricksen, Samalea, Gawlik, Harris, Rohder-Tonelli, Ostrem.

Motion to approve Bid Package 06 from Interiors For Business for the amount of \$51,358.76

Dr. Jack Markley moved and Nancy Henricksen seconded to approve Bid Package 06 from Interiors For Business for the amount of \$51,358.76.

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

Motion to approve Bid Package 05 from M&M for the amount of \$18,749.92

Dr. Jack Markley moved and Emmie Ostrem seconded to approve Bid Package 05 from M&M for the amount of \$18,749.92.

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

Motion to approve Proposal Package 07 from Henricksen for the amount of \$19,009.58

Emmie Ostrem moved and Dr. Jack Markley seconded to approve Proposal Package 07 from Henricksen for the amount of \$19,009.58.

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

Motion to approve Proposal Package 09 from Interior Investments for the amount of \$6,362.90

Nancy Henricksen moved and Gail Gawlik seconded to approve Proposal Package 09 from Interior Investments for the amount of \$6,362.90. The motion passed with the following trustees voting “aye: Markley, Henricksen, Samalea, Gawlik, Harris, Rohder-Tonelli, Ostrem.

Motion to approve Proposal Package 10 from LFI for the amount of \$82,421.00

Diane Harris moved and Dr. Jack Markley seconded to approve Proposal Package 10 from LFI for the amount of \$82,421.00.

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

13. Public Participation--- None.

14. Staff Reports –

Youth Services is excited for their partnership with the University of Illinois Extension Office.

The Digital Media Studio has started their own Micro Art Show. Submitted artwork will be on display in the DMS through the end of April.

Welcome, Special Projects Coordinator, Kayla Sorensen! Kayla is the newest addition to our Communications department; she has hit the ground running in preparation of our 2022 Star Wars Day event.

15. Announcements- We would like to wish Board Trustee, Gail Gawlik, a very happy birthday.

16. Adjournment

MOTION: Diane Harris moved and Dr. Jack Markley seconded to adjourn the meeting at 6:48 p.m. The motion passed with the following trustees voting “aye: Markley, Henricksen, Samalea, Gawlik, Harris, Rohder-Tonelli, Ostrem

Gail Gawlik
Secretary, Gail Gawlik

April 21, 2022
Date