



## **MINUTES**

Board of Trustees

3395 Black Road, Meeting Room E&D

Meeting Date: June 16, 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 June 16, 2022. The meeting convened at 6:00 p.m. with President Lynn Samalea presiding.

### **2. Pledge of Allegiance**

Elaine Bottomley led the group in the Pledge of Allegiance.

### **3. Roll Call of Trustees**

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

Gail Gawlik arrived at 6:11 pm

Kelly Rohder-Tonelli arrived at 6:27 pm

Trustees Absent: Diane Harris.

Staff members attending were Megan Millen, Dana Perry, Jim Deiters, Linda Ling, Louise Svehla, Josh Phillips, Janie Rodriguez, Laura Yanchick.

Also in attendance was LTA student, Caly Hitt and Lauterbach and Amen representative, Don Shaw.

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

Dr. Jack Markley moved and Nancy Henricksen 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:** Nancy Henricksen moved and Emmie Ostrem seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

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

Trustee Board Meeting- May 19<sup>th</sup>, 2022.

**MOTION:** Emmie Ostrem moved and Elaine Bottomley seconded to approve the minutes from May 19<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 6/16/2022 Accounts Payable for \$632,454.92, the Checks Written since Last Board Meeting on 5/19/2022 in the amount of \$109,377.36 and the Electronic Payroll Transfers on 5/27/2022, 6/10/2022 in the amount of \$248,814.57 for a Total Accounts Payable of \$990,646.85 The motion passed unanimously with the following trustees voting "aye": Chavez, Ostrem, Markley, Henricksen, Samalea, Bottomley.

**MOTION:** Elaine Bottomley moved and Dr. Jack Markley seconded to accept and file for audit the 6/16/2022 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution Report. The motion passed unanimously with the following trustees voting "aye": Chavez, Ostrem, Henricksen, Samalea, Bottomley, Markley.

- 8. Auditors Report-** Don Shaw from Lauterbach & Amen presented the Annual Financial Report and the Management Letter to the Board. He pointed out various areas of special interest and was willing to respond to questions. He stated it was a clean audit and the staff was most helpful and cooperative.

**9. Public Participation on Action Items-** None.

**10. Executive Directors Report – Megan Millen**

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

Our 11<sup>th</sup> Star Wars Day was a success, many thanks to the individuals, organizations and staff members who worked together to bring back the event.

Project Burnham is on schedule to finish at the end of July.

Congratulations to Nancy Henricksen, Emmie Ostrem and Lynn Poper-Samalea for their reappointment to the board.

We will welcome Val Devine to the team as our Special Projects Coordinator in July.

The current Strategic Plan has served us well since 2016. However, 6 years later, it is time to pivot from this plan and look towards the future. In 2023 we will create a new strategic plan.

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

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

An annual calendar and maintenance plan to keep our policies up to date is in the works, monthly review will begin in 2023.

Directors University runs June 6-10, followed by the first go-around of Directors University 2.0.

#### **12. Unfinished Business – None.**

#### **13. New Business---**

##### **ACTION ITEMS:**

##### **Motion to approve Tax Bill Method for Issuing Non-Resident Cards**

Nancy Henricksen moved and Dr. Jack Markley seconded to approve Tax Bill Method for Issuing Non-Resident Cards

The motion passed with the following trustees voting "aye: Gawlik, Bottomley, Ostrem, Markley, Henricksen, Chavez, Samalea.

##### **Motion to approve revised Administrative Services Coordinator and Special Projects Coordinator Job Description**

Gail Gawlik moved and Elaine Bottomley seconded to approve revised Administrative Services Coordinator and Special Projects Coordinator Job Description.

The motion passed with the following trustees voting "aye: Gawlik, Bottomley, Ostrem, Markley, Henricksen, Chavez, Samalea.

**14. Public Participation --- None.**

**15. Staff Reports**

Laura is delighted to announce that over 1600 patrons have signed up for our Summer Reading Challenge.

**16. Announcements ---** Happy Birthday to Elaine and Emmie. Next month the board will be reviewing the updated Bylaws and the Closed Session Meeting Resolution.

**17. Adjournment**

**MOTION:** Elaine Bottomley moved and Kelly Rohder-Tonelli seconded to adjourn the meeting at 6:38 p.m. The motion passed with the following trustees voting "aye: Markley, Henricksen, Samalea, Ostrem, Rohder-Tonelli, Bottomley, Chavez and Gawlik.

Gail Gawlik  
Secretary, Gail Gawlik

July 21, 2022  
Date