

MINUTES

Board of Trustees

3395 Black Road, Meeting Room E&D

Meeting Date: July 21, 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 July 21, 2022. The meeting convened at 6:00 p.m. with President Lynn Samalea presiding.

2. Pledge of Allegiance

Emmie Ostrem led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Dr. Jack Markley, Nancy Henricksen, Emmie Ostrem, Lynn Samalea, Essie Chavez, Gail Gawlik, and Diane Harris.

Trustees Absent: Elaine Bottomley, Kelly Rohder-Tonelli

Staff members attending were Megan Millen, Dana Perry, Jim Deiters, Louise Svehla, Josh Phillips, Dennis Broz, Mallory Hewlett and Val Devine.

4. Motion to allow Essie Chavez to attend via telephone

Dr. Jack Markley moved and Emmie Ostrem 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 Diane Harris seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

6. Minutes Review, Revision, and Approval

Trustee Board Meeting- June 16th, 2022.

MOTION: Nancy Henricksen moved and Jack Markley seconded to approve the minutes from June 16th, 2022. The motion carried unanimously via voice vote.

7. Treasurers Report

MOTION: Gail Gawlik moved and Jack Markley seconded to accept and authorize for payment the 7/21/2022 Accounts Payable for \$692,928.27, the Checks Written since Last Board Meeting on 6/16/2022 in the amount of \$111,327.36 and the Electronic Payroll Transfers on 6/24/2022, 7/08/2022 in the amount of \$245,235.64 for a Total Accounts Payable of \$1,049,491.27 The motion passed unanimously with the following trustees voting “aye”: Chavez, Gawlik, Harris, Ostrem, Markley, Henricksen, Samalea

MOTION: Gail Gawlik moved and Nancy Henricksen seconded to accept and file for audit the 7/21/2022 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution Report. The motion passed unanimously with the following trustees voting “aye”: Chavez, Gawlik, Harris, Ostrem, Markley, Henricksen, Samalea.

8. Public Participation on Action Items- None.

9. Executive Directors Report – Megan Millen

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

Contractors are packing up as the project nears completion. A fantastic team of architects, construction management and staff members resulted in a smooth and successful project.

We are thrilled to have received a large portion of the grant money from the state. The remainder will be sent when the project is complete.

10. Deputy Directors Report – Jim Deiters

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

An annual calendar to keep our policies update is in the works.

11. Unfinished Business – None.

12. New Business---

ACTION ITEMS:

Motion to approve Closed Session Meeting Minutes Resolution No. 2022-01

Diane Harris moved and Gail Gawlik seconded to approve the Closed Session Meeting Minutes Resolution No. 2022-01

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

First Reading of the revised Trustee Bylaws

Motion to approve revised Joliet Public Library Acceptable Library Use Policy

Jack Markley moved and Emmie Ostrem seconded to approve revised Joliet Public Library Acceptable Library Use Policy

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

13. Public Participation --- None.

14. Staff Reports

We welcome Val Devine and Dennis Broz to the JPL team.

Louise talked about the continued Summer Reading success.

Welcome back, Mallory! Marketing materials for the Grand Opening includes posters, bookmarks, e-billboards and commercials.

Josh is wrapping up footage from the 11th Star Wars Day.

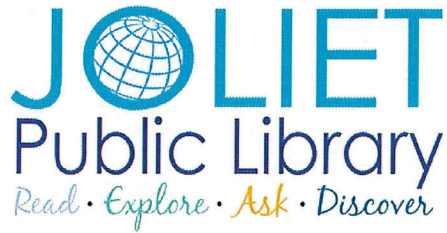
15. Announcements --- None

16. Adjournment

MOTION: Diane Harris moved and Emmie Ostrem seconded to adjourn the meeting at 6:44 p.m. The motion carried unanimously via voice vote


Secretary, Gail Gawlik

Aug. 18, 2022
Date



MINUTES

Board of Trustees

3395 Black Road, Meeting Room E&D

Meeting Date: August 18, 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 August 21, 2022. The meeting convened at 6:00 p.m. with President Lynn Samalea presiding.

2. Pledge of Allegiance

Nancy Henricksen led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Nancy Henricksen, Lynn Samalea, Essie Chavez, Gail Gawlik, Elaine Bottomley, Kelly Rhoder-Tonelli.

Trustees Absent: Jack Markley, Emmie Ostrem, Diane Harris.

Staff members attending were Megan Millen, Dana Perry, Jim Deiters, Josh Phillips, Val Devine, Laura Yanchick.

4. Motion to allow Essie Chavez to attend via telephone

Nancy Henricksen and Kelly Rhoder-Tonelli 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: Gail Gawlik moved and Nancy Henricksen seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

6. Minutes Review, Revision, and Approval

Trustee Board Meeting- July 21st, 2022.

MOTION: Elaine Bottomley moved and Kelly Rhoder-Tonelli seconded to approve the minutes from July 21st, 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 8/18/2022 Accounts Payable for \$83,959.50, the Checks Written since Last Board Meeting on 7/21/2022 in the amount of \$97,742.87 and the Electronic Payroll Transfers on 7/22/2022, 8/05/2022 in the amount of \$253,711.89 for a Total Accounts Payable of \$435,414.26 The motion passed unanimously with the following trustees voting “aye”: Chavez, Gawlik, Rohder-Tonelli, Henricksen, Samalea, Bottomley.

MOTION: Elaine Bottomley moved and Nancy Henricksen seconded to accept and file for audit the 8/18/2022 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution Report. The motion passed unanimously with the following trustees voting “aye”: Chavez, Gawlik, Rohder-Tonelli, Henricksen, Samalea, Bottomley.

8. Public Participation on Action Items- None.

9. Executive Directors Report – Megan Millen

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

We're eligible for grant money from Will County. In accordance with our current strategic plan, and as a need that staff has identified, providing better service to Joliet East Side neighborhood remains a priority.

10. Deputy Directors Report – Jim Deiters

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

Deputy Deiters reported on all the positive impacts each of the Public Service team departments has and thanked them for their hard work and dedication throughout a complete building remodel.

11. Unfinished Business – None.

12. New Business---

ACTION ITEMS:

- **Motion to approve revised Personnel Handbook**

Elaine Bottomley moved and Nancy Henricksen seconded to approve the revised personnel handbook

The motion passed with the following trustees voting “aye: Gawlik, Bottomley, Henricksen, Chavez, Samalea, Rohder-Tonelli.

- **Motion to approve revised Trustee Bylaws**

Gail Gawlik moved and Nancy Henricksen seconded to approve the revised Trustee Bylaws

The motion passed with the following trustees voting “aye: Gawlik, Bottomley, Henricksen, Chavez, Samalea, Rohder-Tonelli.

13. Public Participation --- None.

14. Staff Reports

Laura provided the board with statistics from the Summer Reading Program.

Josh reported that the DMS would be expanding their hours to mirror the normal library hours.

15. Announcements --- None

16. Closed Session

Nancy Henricksen move and Elaine Bottomley seconded to enter Closed Session at 6:40 PM.

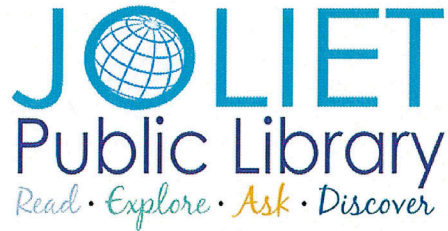
The motion passed with the following trustees voting “aye: Gawlik, Bottomley, Henricksen, Chavez, Samalea, Rohder-Tonelli.

17. Adjournment

MOTION: Nancy Henricksen moved and Elaine Bottomley seconded to adjourn the meeting at 6:58 p.m. The motion carried unanimously via voice vote

Gail Gawlik
Secretary, Gail Gawlik

Sept. 15, 2022
Date



MINUTES

Board of Trustees

3395 Black Road, Meeting Room E&D

Meeting Date: September 15, 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 September 15, 2022. The meeting convened at 6:00 p.m. with President Lynn Samalea presiding.

2. Pledge of Allegiance

Diane Harris led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

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

Trustees Absent: Gail Gawlik and Kelly Rohder-Tonelli.

Staff members attending were Megan Millen, Dana Perry, Jim Deiters, Josh Phillips, Val Devine, Laura Yanchick.

4. Motion to allow Essie Chavez to attend via telephone

Nancy Henricksen and Diane Harris 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: Emmie Ostrem moved and Elaine Bottomley seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

6. Minutes Review, Revision, and Approval

Trustee Board Meeting- August 18th, 2022.

MOTION: Nancy Henricksen moved and Elaine Bottomley seconded to approve the minutes from August 18th, 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 9/15/2022 Accounts Payable for \$243,275.30, the Checks Written since Last Board Meeting on 8/18/2022 in the amount of \$111,283.94 and the Electronic Payroll Transfers on 8/19/2022, 9/02/2022 in the amount of \$259,114.20 for a Total Accounts Payable of \$613,673.44 The motion passed unanimously with the following trustees voting “aye”: Chavez, Harris, Ostrem, Markley, Henricksen, Samalea, Bottomley.

MOTION: Elaine Bottomley moved and Diane Harris seconded to accept and file for audit the 9/15/2022 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution Report. The motion passed unanimously with the following trustees voting “aye”: Chavez, Harris, Ostrem, Markley, Henricksen, Samalea, Bottomley.

8. Public Participation on Action Items- None.

9. Executive Directors Report – Megan Millen

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

We'd like to highlight the good work being done by Mallory in terms of getting the word out about our Grand Reopening.

A detailed budget will be brought to the October board meeting for approval.

As part of the budgeting process, Jim and Janie have worked hard to absorb the minimum wage increases in the state of Illinois. Our very elaborate salary schedule has been simplified and is being brought to the board tonight for approval.

10. Deputy Directors Report – Jim Deiters

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

The Library participated in one back to school event at Ottawa St. and hosted another at Black Road. A shout-out to all the staff and members of the Friends that helped run these events.

11. Unfinished Business – None.

12. New Business---

The annual review for the Executive Director will take place at the end of October. Please return the hand written evaluations to Gail by October 7th.

ACTION ITEMS:

- **Motion to approve 2023 Payscale**

Jack Markley moved and Nancy Henricksen seconded to approve the revised 2023 Payscale

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

13. Public Participation --- None.

14. Staff Reports

Laura reported on the success of our popular Teen Hub area.

15. Announcements --- None

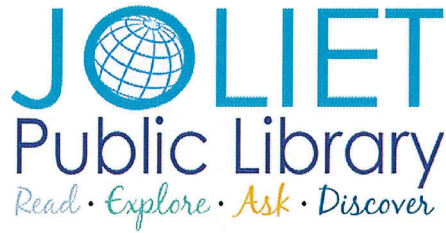
16. Closed Session-- None.

17. Adjournment

MOTION: Elaine Bottomley moved and Diane Harris seconded to adjourn the meeting at 6:57 p.m. The motion carried unanimously via voice vote


Secretary, Gail Gawlik

October 20, 2022
Date



MINUTES

Board of Trustees

3395 Black Road, Meeting Room E&D

Meeting Date: October 20, 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 October 20, 2022. The meeting convened at 6:00 p.m. with President Lynn Samalea presiding.

2. Pledge of Allegiance

Elaine led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Henricksen, Ostrem, Samalea, Chavez, Gawlik, Bottomley.

Trustees Absent: Markley and Harris, Rohder-Tonelli

Staff members attending were Megan Millen, Dana Perry, Jim Deiters, Laura Yanchick.

4. Motion to allow Essie Chavez to attend via telephone

Nancy Henricksen and Emmie Ostrem 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: Essie Chavez 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- September 15th, 2022.

MOTION: Elaine Bottomley moved and Nancy Henricksen seconded to approve the minutes from September 15th, 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 10/20/2022 Accounts Payable for \$718,648.43, the Checks Written since Last Board Meeting on 9/15/2022 in the amount of \$213,195.76 and the Electronic Payroll Transfers on 9/16/2022, 9/30/2022 & 10/14/2022 in the amount of \$383,011.57 for a Total Accounts Payable of \$1,314,855.76 The motion passed unanimously with the following trustees voting “aye”: Chavez, Gawlik, Ostrem, Henricksen, Samlea, and Bottomley.

MOTION: Elaine Bottomley moved and Gail Gawlik seconded to accept and file for audit the 10/20/2022 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution Report. The motion passed unanimously with the following trustees voting “aye”: Chavez, Gawlik, Ostrem, Henricksen, Samlea, and Bottomley

8. Public Participation on Action Items- None.

9. Executive Directors Report – Megan Millen

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

Megan gave what maybe one of her final reports on Project Burnham. While a punch list is still being chipped away at, the project is complete. She thanked the Board of Trustees for their belief and support in the project.

Coming before the Board for approval tonight is the FY2023 Operating Budget and FY2023 Fund Balance Distribution. The operating budget will be submitted to City of Joliet after board approval. We're happy to report a positive fund balance going into 2023.

10. Deputy Directors Report – Jim Deiters

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

Jim reported on the newly updated salary scale which was approved by the Board the month prior. With this foundation established, we were able to outline and present drafts for 2024 and 2025.

11. Unfinished Business – None.

12. New Business---

ACTION ITEMS:

- **Motion to approve 2023 Holiday Schedule**
Elaine Bottomley moved and Nancy Henricksen seconded to approve the revised 2023 Holiday Schedule
The motion carried unanimously via voice vote.
- **Motion to approve 2023 Board of Trustee Meeting Schedule**
Gail Gawlik moved and Elaine Bottomley seconded to approve to the 2023 Trustee Board Meeting Schedule.
The motion carried unanimously via voice vote.
- **Motion to approve Closed Session Review Committee Resolution No. 2022-02**
Nancy Henricksen moved and Emmie Ostrem seconded to approve Closed Session Review Committee Resolution No. 2022-02
The motion passed unanimously with the following trustees voting “aye”:
Chavez, Gawlik, Ostrem, Henricksen, Samlea, and Bottomley
- **Motion to approve Final FY2023 Operating Budget**
Elaine Bottomley moved and Nancy Henricksen seconded to approve the Final FY2023 Operating Budget.
The motion passed unanimously with the following trustees voting “aye”:
Chavez, Gawlik, Ostrem, Henricksen, Samlea, and Bottomley
- **Motion to approve Final FY2023 Fund Balance Distribution**
Elaine Bottomley moved and Gail Gawlik seconded to approve the Final FY2023 Fund Balance Distribution
The motion passed unanimously with the following trustees voting “aye”:
Chavez, Gawlik, Ostrem, Henricksen, Samlea, and Bottomley

13. Public Participation --- None.

14. Staff Reports

Youth Services Manager, Laura presented a trophy JPL received from Forest Park Elementary. JPL was nominated by Forest Park IE families as a community organization of character. Joliet Public Library values and shows the 4Rs: Respect, Responsibility, Responsiveness, and Resourcefulness, just like they learn and practice at FPIE.

15. Announcements --- None

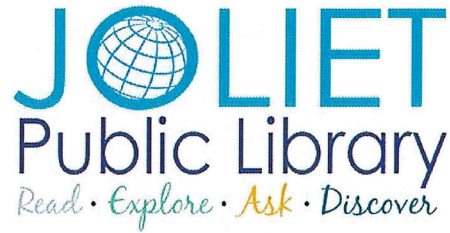
16. Closed Session-- None.

17. Adjournment

MOTION: Elaine Bottomley moved and Nancy Henricksen seconded to adjourn the meeting at 6:56 p.m. The motion carried unanimously via voice vote


Secretary, Gail Gawlik

November 17, 2022
Date



MINUTES

Board of Trustees Meeting
150 North Ottawa Street, Board Room
November 17, 2022, 6:00PM

1. Convene and Call to Order

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

2. Pledge of Allegiance

Gail led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Henricksen, Ostrem, Samalea, Chavez, Gawlik, Bottomley, Markley, and Harris.

Trustees absent: Rohder-Tonelli

Staff members attending were Megan Millen, Jim Deiters, Mallory Hewlett, Laura Yanchick, Chris Special, Josh Phillips, and Val Devine.

Motion to allow Essie Chavez to attend via telephone

Nancy Henricksen moved and Jack Markley seconded to allow Essie Chavez to attend via telephone, due to illness. The motion carried unanimously via voice vote.

4. Agenda Revision and Approval

Elaine Bottomley moved and Diane Harris seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

5. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – October 20, 2022

Committee of the Whole Meeting Minutes – October 24, 2022

MOTION: Nancy Henricksen moved and Elaine Bottomley seconded to approve the minutes from October 20, 2022, and the minutes from October 24, 2022. The motion carried unanimously via voice vote.

6. Treasurers Report

MOTION: Elaine Bottomley moved and Jack Markley seconded to accept and authorize for payment the 11/17/2022 Accounts Payable for \$250,230.78, the Checks Written since Last Board Meeting on 10/22/2022 in the amount of \$192,958.43 and the Electronic Payroll Transfers on 10/28/2022 and 11/10/2022 in the amount of \$247,164.90 for a Total Accounts Payable of \$690,354.11. The motion passed unanimously with the following Trustees voting “aye”: Bottomley, Markley, Chavez, Harris, Gawlik, Ostrem, Henricksen, and Samalea.

MOTION: Elaine Bottomley moved and Nancy Henricksen seconded to accept and file for audit the 11/17/2022 Balance Sheet, the Report of Accounts, Cash Drawers, and Tax Distribution Report. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Henricksen, Chavez, Markley, Gawlik, Ostrem, Harris, and Samalea.

7. Public Participation on Action Items - None

8. Executive Directors Report – Megan Millen

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

Executive Director Millen explained that the budget was given to City Council. Millen and Deiters attended the workshop meeting on November 14. The follow-up is that the Library was asked to provide staff salaries and present to the Council on December 5. Trustees were asked to be there in support.

Millen allowed Special Events Coordinator Val Devine to share her updates on potential displays and exhibitions. Amongst others, the Library will host a Frida Kahlo exhibit that coordinates with National Hispanic Heritage Month 2023.

Executive Director Millen provided updates on the State Construction Grant and the ARPA Grant. Both are going through the necessary checks and balances.

Last, she recapped her goals for 2023 with the addition of updating our Emergency Manual. With the new layout at Ottawa Street, access and egress points have changed.

9. Deputy Directors Report – Jim Deiters

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

Deputy Deiters thanked the Board for approving a modest levy increase for the coming year. He explained the many tasks scheduled for the coming year including working on a new strategic plan, revising the Employee Handbook, and updating our Emergency Manual. Jim will work with Secretary Gawlik on minutes while Dana is on leave. All-Staff In-Service will be at Ottawa Street for the first time in a long time and everybody is excited to be in the new spaces. Deiters pointed to the circulation statistics this month to highlight that usage trends are moving forward in a positive direction. Staff members are happy that patrons are returning to the downtown building.

10. Unfinished Business –

President Samalea reintroduced the idea of canceling the December Board Meeting. All Trustees present were in favor. President Samalea stated that unless any pressing issues arise, there will be no December Meeting.

11. New Business---

FIRST READINGS:

- Acceptable Use Policy
- Americans with Disabilities Act Policy
- Anti-Bullying Policy

The staff and Board will review a selection of policies every month. These three policies, plus the Guidelines for Banning Patrons policy, will be reviewed again in January. After final review, they will be approved. Trustee Bottomley inquired about the specificity in the Designated Coordinator requirement as part of the ADA policy. Executive Director Millen will ask the Library's attorney for an update to the policy.

12. Public Participation - None

13. Staff Reports

Communications Manager Mallory Hewlett updated the Board on recent marketing efforts including a very popular "ghost at the Library" Instagram post, and she handed out the handsome new Not Just Any Library booklets. Youth Services Manager Laura Yanchick presented Trustee Harris with her page display for the downtown storywalk/business showcase. She also shared

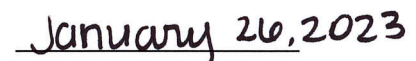
information about the wonderful, enhanced tutoring program now available at both locations. Virtual Customer Services Supervisor Chris Special was happy to announce that her team is fully-staffed and training has been going well. She mentioned too, that the Call Center received a large number of phone inquiries during early voting. DMS Manager Josh Phillips was excited to tell that appointments are up 40% from month-to-month. Trustee Ostrem was interested in the Project Burnham slide video and the Grand Opening footage. She explained how valuable these items are as promotional materials. Special Projects Coordinator Val Devine described all the happenings this year for Light-Up the Holidays. She also shared the good work the arts community is doing in support of local glass artist Sue Regis.

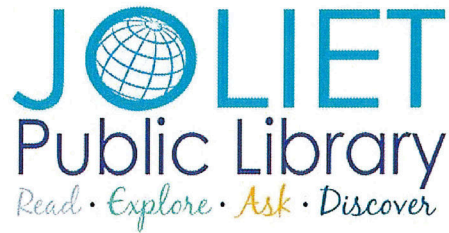
- 14. Announcements** – Trustee Harris announced that newly elected State Senator Rachel Ventura will be at ItisAmazing during Light-Up the Holidays, on the Friday after Thanksgiving.

15. Adjournment

MOTION: Jack Markley moved and Diane Harris seconded to adjourn the meeting at 6:52PM. The motion carried unanimously via voice vote


Secretary, Gail Gawlik


Date



MINUTES

Board of Trustees Meeting
150 North Ottawa Street, Board Room
January 26, 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 January 26, 2023. This meeting was originally scheduled for January 19, 2023, but was postponed due to illness. The meeting convened at 6:31PM with President Lynn Samalea presiding.

2. Pledge of Allegiance

Dennis Broz, Assistant Manager of Adult Services at Black Road, led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

Trustees absent: Gawlik, Markley, and Ostrem.

Staff members in attendance: Megan Millen, Jim Deiters, Val Devine, Yazmin Nielsen, Monique Petrie, Keisha Mandara, Vanessa Padilla, and Dennis Broz.

Motion to allow Essie Chavez to attend via telephone

Nancy Henricksen moved and Diane Harris seconded to allow Essie Chavez to attend via telephone, due to illness. The motion carried unanimously via voice vote.

4. Agenda Revision and Approval

Elaine Bottomley moved and Nancy Henricksen seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

5. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – November 17, 2022

MOTION: Elaine Bottomley moved and Kelly Rohder-Tonelli seconded to approve the minutes from November 17, 2022. The motion carried unanimously via voice vote.

6. Treasurers Report

MOTION: Elaine Bottomley moved and Kelly Rohder-Tonelli seconded to accept and authorize for payment the 1/19/2023 Accounts Payable for \$112,539.81, the Checks Written since Last Board Meeting on 11/17/22 in the amount of \$595,111.23 and the Electronic Payroll Transfers on 11/25/2022, 12/09/22, 12/23/22, and 1/06/23 in the amount of \$381,040.99 for a Total Accounts Payable of \$1,088,692.03. The motion passed unanimously with the following Trustees voting “aye”: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

MOTION: Elaine Bottomley moved and Diane Harris seconded to accept and file for audit the 1/19/2023 Balance Sheet, the Report of Accounts, Cash Drawers, and Tax Distribution Report. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

7. Public Participation on Action Items – None.

8. Executive Directors Report – Megan Millen

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

Executive Director Millen explained that a strategic planning Request for Proposal (RFP) is being prepared by administration and she described the potential timeline avoiding the busy Summer Reading months. Trustee Rohder-Tonelli asked about the stakeholders’ levels of involvement. Millen would like to hear the recommendations from the consultants.

Millen provided an update on the State Construction Grant currently going through the necessary checks and balances. The Grant money will come, but no estimated delivery date at this time.

Millen explained to the Board that New Year’s Eve 2023 falls on a Sunday and that we would normally close at 5pm, leaving an odd, short, 1-4pm opening. After brief discussion, the consensus was to make that day a holiday for this year. Approval vote to take place at the February Meeting.

Millen was elected President Nominee of the Rotary Board. This puts her on course to be President Elect in 2024, then President in 2025. She will also participate in an international Rotary trip to Calgary. She is honored to serve.

9. Deputy Directors Report – Jim Deiters

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

Deiters pointed to the year-end circulation statistics that highlight usage trends are moving forward in a positive direction. While guests to Black Road have not returned to the numbers pre-pandemic, there has been a significant increase of visitors and program attendees at the renovated Ottawa Street building. Staff members are happy for their return! 2022 was a big year for the Library, so Deiters and Hewlett, Communications Manager, created a brochure full of photos, statistics, and along with a few “feel good” stories. At the December All-Staff Holiday Gathering, Beverly Porter, Clerk in Youth Services, celebrated 35-years at the Joliet Public Library.

10. Unfinished Business – None.

11. New Business –

The staff and Board will review a small group of policies every month. After a first reading and a final review, Trustees will approve each of the updated policies.

ACTION ITEMS:

- Acceptable Use (Rules of Conduct) Policy
- Americans with Disabilities Act (ADA) Policy
- Anti-Bullying Policy
- Guidelines for Banning Patrons Policy

Nancy Henricksen moved and Kelly Rohder-Tonelli seconded approval of the revised Acceptable Use, now Rules of Conduct, Policy. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

Diane Harris moved and Elaine Bottomley seconded approval of the revised Americans with Disabilities Act (ADA) Policy. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

Diane Harris moved and Elaine Bottomley seconded approval of the revised Anti-Bullying Policy. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

Kelly Rohder-Tonelli moved and Elaine Bottomley seconded approval of the revised Guidelines for Banning (now Barring) Patrons Policy. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Chavez, Harris, Henricksen, Rohder-Tonelli, and Samalea.

DISCUSSION ITEMS:

- Capital Assets Policy
- Circulation Policy
- Collection Development Policy
- Serving Our Public 4.0: Per Capita Grant Requirement

Deputy Director Deiters briefly presented the three policies up for an initial reading at the Meeting and up for approval at the February Meeting. Staff feedback will be emailed to Trustees in advance for consideration.

Trustee Bottomley asked about the Library’s Circulation Policy and a patron’s ability to renew their card from home. Manager Mandara explained the Library’s every three-year procedure and the importance of making-contact and checking-in for the protection of the patron’s account and the Library’s information. The majority of Pinnacle libraries continue to have an “in-person” requirement for renewing cards. The drive-thru at Black Road is an option for patrons in need.

Executive Director Millen reviewed the 2023 Per Capita requirements with the Board of Trustees. Millen recommended two aspects of services where there is room for improvement. One of these items, parking at Ottawa Street, is mostly out of the Library’s control, and the other, website accessibility, will be addressed in the coming months.

Trustee Henricksen inquired about the changes to ILA Advocacy’s Legislative Meet-Ups for 2023. The Advocacy Committee is promoting talking with local legislators in their district locations and at their home libraries. She also asked about attending two upcoming webinars. The webinars may be redundant for someone as experienced as Trustee Henricksen, but keeping up-to-date is always valuable. Millen and Deiters will collaborate with nearby libraries on a plan for communicating with local government representatives.

12. Public Participation - None

13. Staff Reports –

Dennis Broz, Assistant Manager of Adult Services, named a few of the new hires in his Department. He also was excited to share that a Spanish-language computer class was offered to patrons for the first time in a long time.

Vanessa Padilla, Circulation Supervisor, just finished interviewing with the help of Monique for the OSB Circulation Clerk position. The Study Rooms are popular and patrons are enjoying the new technology. She is looking forward to the bookmobile and cannot wait for our patrons to enjoy this outreach service.

Keisha Mandara, Manager of Access Services, introduced Monique Petrie to the Board. Monique recently returned to JPL as Circulation Supervisor at Black Road and Keisha is grateful to have her back on the team. Monique “grew-up” at the Library and feels like she is back home.

Yazmin Nielsen, Stacks Supervisor, hired a new Page for Ottawa Street, and he has completed his training. She is in the process of interviewing candidates for the two openings at Black Road and is preparing everyone for the busy Summer Reading time.

Val Devine, Special Project Coordinator, described JPL’s collaboration with Schaumburg, Aurora, Elgin and the Conservation Foundation on the Smart Salt and You exhibit coming in November 2023. She applied for a grant to host the ExoPlanet traveling exhibit. Dates (mid-August to mid-September) confirmed for the Violins of Hope collection. Val made a request to George Lucas to record a small promo for SWD to be shown on JPL’s social outlets. Also, she submitted an ILA grant application for \$2,000.

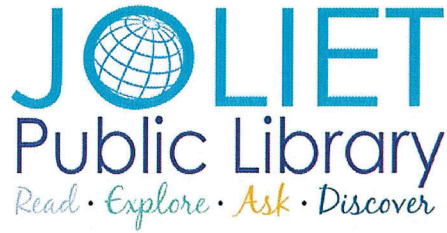
14. Announcements – None.

15. Adjournment

MOTION: Diane Harris moved and Elaine Bottomley seconded to adjourn the meeting at 7:32PM. The motion carried unanimously via voice vote


Secretary, Gail Gawlik

February 16, 2023
Date



MINUTES

Board of Trustees Meeting
150 North Ottawa Street, Board Room
February 16, 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 February 16, 2023. The meeting started at 6:04PM with President Lynn Samalea presiding.

2. Pledge of Allegiance

Val Devine, Special Projects Coordinator, led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Bottomley, Chavez, Gawlik, Harris, Henricksen, and Samalea.

Trustees absent: Markley, Ostrem, and Rohder-Tonelli.

Staff members present: Megan Millen, Jim Deiters, Laura Yanchick, Josh Phillips, Val Devine, and Mallory Hewlett.

Guests present: Ashley, student at Joliet Junior College, and Tony, student at Lewis University.

Motion to allow Trustee Chavez to attend via telephone

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

4. Agenda Revision and Approval

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

5. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – January 26, 2023

MOTION: Trustee Bottomley moved and Trustee Chavez seconded to approve the minutes from January 26, 2023. The motion carried unanimously via voice vote.

6. Treasurers Report

MOTION: Treasurer Bottomley moved and Trustee Henricksen seconded to accept and authorize for payment the 2/16/2023 Accounts Payable for \$102,066.80, the Checks Written since Last Board Meeting on 1/19/2023 in the amount of \$767,659.28 and the Electronic Payroll Transfers on 1/20/2023, and 2/03/2023, in the amount of \$265,008.89 for a Total Accounts Payable of \$1,134,734.97. The motion passed unanimously with the following Trustees voting “aye”: Bottomley, Chavez, Gawlik, Harris, Henricksen, and Samalea.

MOTION: Treasurer Bottomley moved and Trustee Harris seconded to accept and file for audit the 2/16/2023 Balance Sheet, the Report of Accounts, and Cash Drawers. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Chavez, Gawlik, Harris, Henricksen, and Samalea.

7. Public Participation on Action Items – None.

8. Executive Director Report – Megan Millen

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

Executive Director Millen updated Trustees on the pending State Grant. New documents were signed and delivered and the process is slowly moving forward. She explained a recent first amendment audit presentation made possible by RAILS and the importance of updating the Library’s Photographing & Filming Policy. An overview document was included in the Board Packet. Informing staff members and providing reference materials is key to success in properly handling any future encounters.

9. Deputy Director Report – Jim Deiters

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

Deiters highlighted the continuing education program, Directors University 2.0, that will take place in Springfield this April. He introduced Ashley, the LTA Practicum student. The ILA Advocacy Committee typically hosts legislative meet-ups this time of year, but they are directing library boards and administrators to go a different route by meeting locally with government representatives. Deiters pointed-out the improved year-over-year statistics in circulation and door counts, and he also mentioned the tracking of study room usage.

Trustee Harris inquired about the changes to ILA Advocacy's Legislative Meet-Ups. The Advocacy Committee is promoting talking with local legislators in their district locations and at their home libraries. She also asked about attending the two upcoming webinars. Deiters will find and share the information about the webinars. Millen and Deiters will work on a local legislative plan.

10. Unfinished Business – None.

11. New Business –

The staff and Board will review a small group of policies every month. After a first reading and a second review, Trustees will approve each of the updated policies.

ACTION ITEMS:

- Capital Assets Policy
- Circulation Policy
- Collection Development Policy
- Photographing & Filming Policy

Trustee Bottomley inquired about consulting the Library's attorney when updating policies. Executive Director Millen assured her that policies in need of attorney review will be presented to legal for consideration. After discussion and a few minor changes, Trustee Henricksen moved and Trustee Gawlik seconded for approval of the revised policies. The motion passed unanimously with the following trustees voting "aye": Bottomley, Chavez, Gawlik, Harris, Henricksen, and Samalea.

- Amend the 2023 Holiday Calendar

Trustee Harris motioned and Trustee Bottomley seconded to amend the 2023 Holiday Calendar so the Library will be closed all-day on Sunday, January 31 (New Year's Eve). The motion passed unanimously with the following trustees voting "aye": Bottomley, Chavez, Gawlik, Harris, Henricksen, and Samalea.

DISCUSSION ITEMS:

- Communication System & Staff Email Policy
- Computer & Internet Use Policy
- Digital Media Studio Policy
- Display Policy

Deputy Director Deiters presented the four policies up for an initial reading at the Meeting and then up for approval at the March 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.

12. Public Participation - None

13. Staff Reports –

Laura Yanchick, Youth Services Manager, outlined plans for summer reading and the coming “Renaissance Fair” complete with costumes and dragons. She also mentioned a hula party, a spray foam party, and Joliet’s KidzFest.

Josh Phillips, Digital Media Studio Manager, praised the work of new staff member Griffin and he shared the accomplishments of a DMS regular whose voice will be featured in an upcoming Burger King commercial.

Val Devine, Special Project Coordinator, described collaboration with the City as New Orleans North (Friday night) will transition into Star Wars Day (Saturday morning). Her big announcement was that the Library was chosen to host the ExoPlanet traveling exhibit late in 2024.


Mallory Hewlett, Communications Manager, outlined the soon-to-be Library Road Trip in conjunction with 18 other public libraries. She also explained that the Library’s website will be moved over to a new platform and that the initial meeting with staff members was positive and productive with a same vision by all.

14. Announcements –

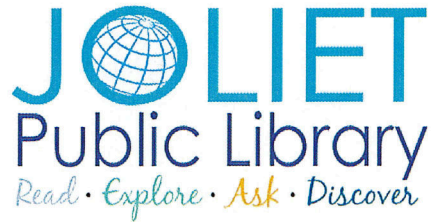
Executive Director Millen reminded Trustees and Managers about the Will County Statements of Economic Interest. There was a short discussion about a few of the requirements. Millen provided a written summary and asked Trustees to reach-out if they had further questions.

15. Adjournment

MOTION: Trustee Gawlik moved and Trustee Harris seconded to adjourn the meeting at 7:01PM. The motion carried unanimously via voice vote.


Secretary, Gail Gawlik

March 16, 2023
Date



MINUTES

Board of Trustees Meeting
150 North Ottawa Street, Board Room
March 16, 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 March 16, 2023. The meeting started at 6:00PM with President Lynn Samalea presiding.

2. Pledge of Allegiance

Nancy Henricksen, led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Bottomley, Rohder-Tonelli, Harris, Chavez, Samalea, Ostrem, Henricksen.

Trustees absent: Gail Gawlik

Dr. Jack Markley arrived at 6:16 PM

Staff members present: Megan Millen, Jim Deiters, Josh Phillips, Val Devine, Stephanie Saldana, Dennis Broz and Dana Perry.

Motion to allow Trustee Chavez to attend via telephone

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

4. Agenda Revision and Approval

Trustee Bottomley moved and Trustee Rhoder-Tonelli seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

5. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – February 16, 2023

MOTION: Trustee Harris moved and Trustee Bottomley seconded to approve the minutes from February 16, 2023. The motion carried unanimously via voice vote.

6. Treasurers Report

MOTION: Treasurer Bottomley moved and Trustee Harris seconded to accept and authorize for payment the 3/16/2023 Accounts Payable for \$94,319.47, the Checks Written since Last Board Meeting on 2/16/2023 in the amount of \$90,226.92 and the Electronic Payroll Transfers on 2/17/2023, and 3/03/2023, in the amount of \$267,334.59 for a Total Accounts Payable of \$451,880.98. The motion passed unanimously with the following Trustees voting “aye”: Rhoder-Tonelli, Chavez, Harris, Ostrem, Henricksen, Samalea, Bottomley

MOTION: Treasurer Bottomley moved and Trustee Henricksen seconded to accept and file for audit the 3/16/2023 Balance Sheet, the Report of Accounts, and Cash Drawers. The motion passed unanimously with the following trustees voting “aye”: Rhoder-Tonelli, Chavez, Harris, Ostrem, Henricksen, Samalea, Bottomley

7. Public Participation on Action Items – None.

8. Executive Director Report – Megan Millen

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

Executive Director Millen updated the board on the status of the State Grant.

Our annual April In-Service happens to fall on Good Friday this year, we are asking the Board to move this date to April 21st.

Millen is pleased to announce she is serving on the Joliet Arts Commission.

9. Deputy Director Report – Jim Deiters

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

Deputy Deiters reported on the early success of the Ottawa St. study rooms. Study rooms at Ottawa St. were utilized 224 times last month.

CPR training took place at both branches last month, over 50 staff members attended.

10. Unfinished Business – None.

11. New Business –

The staff and Board will review a small group of policies every month. After a first reading and a second review, Trustees will approve each of the updated policies.

ACTION ITEMS:

- Computer & Internet Use Policy
- Digital Media Studio Policy
- Display Policy

Trustee Ostrem moved and Trustee Rhoder-Tonelli seconded for approval of the revised policies. The motion passed unanimously with the following trustees voting “aye”: Rhoder-Tonelli, Chavez, Harris, Ostrem, Henricksen, Samalea, Bottomley, Markley

- Reschedule In-Service Day from Friday, April 7, to Friday, April 21

Trustee Henricksen motioned and Trustee Ostrem seconded Reschedule In-Service Day from Friday, April 7, to Friday, April 21. The motion passed unanimously with the following trustees voting “aye”: Rhoder-Tonelli, Chavez, Harris, Ostrem, Henricksen, Samalea, Bottomley, Markley

DISCUSSION ITEMS:

- Examination Proctoring Policy
- Fee Schedule Policy
- Study Room Policy

Deputy Director Deiters presented the five policies up for an initial reading at the Meeting and then up for approval at the April 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.

12. Public Participation - None

13. Staff Reports –

Adult Services Assistant Manager, Stephanie talked about some of their recent new hires and the success with adult technology classes.

Digital Media Manager, Josh informed trustees about the uptick in appointments in the DMS

14. Announcements –

None

15. Adjournment

MOTION: Trustee Markley moved and Trustee Rohder-Tonelli seconded to adjourn the meeting at 6:42PM. The motion carried unanimously via voice vote.

Gail Gawlik
Secretary, Gail Gawlik

April 20, 2023
Date