



MINUTES

Board of Trustees Meeting
150 North Ottawa Street, Board Room
April 20, 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 April 20, 2023. The meeting started at 6:01PM 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: Gawlik, Bottomley, Rohder-Tonelli, Harris, Chavez, Samalea, Ostrem, Henricksen.

Trustees absent: Dr. Jack Markley

Staff members present: Megan Millen, Josh Phillips, Laura Yanchick Lesley Rose, and Dana Perry.

Motion to allow Trustee Chavez to attend via telephone

Trustee Henricksen moved and Trustee Ostrem 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 Harris moved and Trustee 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 – March 16, 2023

MOTION: Trustee Ostrem moved and Trustee Bottomley seconded to approve the minutes from March 16, 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 4/20/2023 Accounts Payable for \$113,734.54, the Checks Written since Last Board Meeting on 3/16/2023 in the amount of \$196,694.70 and the Electronic Payroll Transfers on 3/17/2023, and 3/31/2023 and 4/14/2023, in the amount of \$415,685.35 for a Total Accounts Payable of \$726,144.59 The motion passed unanimously with the following Trustees voting “aye”: Chavez, Gawlik, Harris, Ostrem, Rohder-Tonelli, Henricksen, Samalea, Bottomley.

MOTION: Treasurer Bottomley moved and Trustee Harris seconded to accept and file for audit the 4/20/2023 Balance Sheet, the Report of Accounts, and Cash Drawers. The motion passed unanimously with the following trustees voting “aye”: Chavez, Gawlik, Harris, Ostrem, Rohder-Tonelli, 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:

We are awaiting resolution and payment of our final installment on the State Grant.

A task force of Library staff has convened to work on specifications for a JPL outreach vehicle. We are excited to begin working on this project, which has long been a goal.

An HR quarterly update was also provided; JPL applications have become paperless, streamlining our onboarding process. An IMRF representative will be visiting both locations in May to cover various topics with employees. In addition, our employee handbook is being reviewed and updated.

9. Deputy Director Report – Jim Deiters

A complete Report was included in the Board Packet.

Deputy Director Deiters was unable to attend the meeting due to family commitments. On his behalf, we welcome Lesley Rose as the Adult Services Manager. Welcome Lesley!

10. Unfinished Business – None.

11. New Business –

A proclamation was read for Essie Chavez, who is resigning from the Joliet Public Library Board of Trustees after 11 years of dedicated service.

Essie served as Secretary of the Board for several terms and always thoroughly reviewed all documents for accuracy and completeness. Essie provided guidance and direction on a variety of projects within the library such as the 2016 Strategic Plan and the remodel of the Ottawa St. Branch. The Joliet Public Library hereby recognizes and salutes Esperanza Chavez for 11 years of dedicated service to the Joliet Public Library.

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:

- Examination Proctoring Policy
- Fee Schedule Policy
- Study Room Policy
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Trustee Gawlik moved and Trustee Bottomley seconded for approval of the revised policies. The motion passed unanimously with the following trustees voting “aye”: Chavez, Gawlik, Harris, Ostrem, Rohder-Tonelli, Henricksen, Samalea, Bottomley

- Approval of Trustee Reappointment Letter

Trustee Henricksen motioned and Trustee Harris seconded Approval of Trustee Reappointment Letter

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

DISCUSSION ITEMS:

- Freedom of Information Act Policy
- Freedom to Read Policy
- Fund Balance & Net Assets Policy
- Gift Donation Policy

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

We also discussed moving to electronic payments instead of issuing checks

12. Public Participation - None

13. Staff Reports –

Digital Media Studio Manager, Josh Phillips mentioned some of his most recent happenings in the DMS, including headshots for the Joliet Chamber of Commerce and a musicians club.

Lesley Rose introduced herself to the board and is excited to start her role at Adult Services Manager.

Youth Services Manager, Laura Yanchick updated the trustees on her many outreaches, including her most recent one at Washington Junior High. She is also excited to announce the Youth Services Assistant position has been filled.

14. Announcements –

None

15. Adjournment

MOTION: Trustee Gawlik moved and Trustee Harris seconded to adjourn the meeting at 6:56 PM. The motion carried unanimously via voice vote.

Secretary, Gail Gawlik

Date