



## **MINUTES**

Board of Trustees Meeting  
3395 Black Road Meeting Room F  
August 17, 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 August 17, 2023. The meeting started at 6:00PM with President Gail Gawlik presiding.

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

Lynn Samalea led the group in the Pledge of Allegiance.

### **3. Motion to Amend Agenda**

Ostrem moved and Bottomley seconded to amend the agenda to have a motion to elect Lynn Poper Samalea to serve as Treasurer.  
The motion passed unanimously via voice vote.

### **4. Motion to Elect Lynn Poper Samalea to serve as Board Treasurer**

Bottomley moved and Ostrem seconded to elect Lynn Poper Samalea as Board Treasurer.  
The motion passed unanimously with the following trustees voting "aye": Ostrem, Samalea, Gawlik, Bottomley, Rohder-Tonelli

### **5. Roll Call of Trustees**

Trustees present: Ostrem, Samalea, Gawlik, Bottomley, Rohder-Tonelli  
Trustees absent: Markley, Henricksen, Matagano-Liburdi, Harris

Staff members present: Megan Millen, Jim Deiters, Laura Yanchick, Denniz Broz and Dana Perry.

6. **Oath of Office** - The Oath of Office was administered by Gail Gawlik, Board President, to the following trustees for their respective office:

*Lynn Poper Samalea: Treasurer*  
*Elaine Bottomley: Secretary*

7. **Agenda Revision and Approval**

Trustee Samalea moved and Trustee Ostrem seconded to accept the amended agenda as presented. The motion carried unanimously via voice vote.

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

Trustee Board Meeting Minutes – July 20<sup>th</sup>, 2023

**MOTION:** Trustee Bottomley moved and Trustee Samalea seconded to approve the minutes from July 20<sup>th</sup>, 2023. The motion carried unanimously via voice vote.

9. **Treasurers Report**

**MOTION:** Treasurer Bottomley moved and Trustee Samalea seconded to accept and authorize for payment the 8/17/2023 Accounts Payable for \$141,243.01 the Checks Written since Last Board Meeting on 7/20/2023 in the amount of \$122,951.71 and the Electronic Payroll Transfers on 7/21/2023, and 8/4/2023, in the amount of \$284,948.56 for a Total Accounts Payable of \$549,143.28 The motion passed unanimously with the following Trustees voting “aye”: Ostrem, Samalea, Gawlik, Bottomley, Rohder-Tonelli.

**MOTION:** Treasurer Bottomley moved and Trustee Rohder-Tonelli seconded to accept and file for audit the 8/17/2023 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting “aye” Ostrem, Samalea, Gawlik, Bottomley, Rohder-Tonelli.

## **10. Public Participation on Action Items – None.**

## **11. Executive Director Report – Megan Millen**

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

FY2024 budget process updates were provided to the board. Tonight the board will be asked to approve the budget.

The Violins of Hope opening reception was a truly moving evening. Thank you to Hufford Junior High Honors Orchestra and Pastor Chris Edwards for a special night. Thanks to Val for all her hard work bringing us this important exhibit.

Looking Ahead- Frida Kahlo Exhibit. The opening reception is Sunday, September 17<sup>th</sup> from 2-4. We hope you will join us.

We kicked off our Strategic Planning Process on August 4<sup>th</sup> at our In Service.

## **12. Deputy Director Report – Jim Deiters**

A complete Report was included in the Board Packet.

Our strategic plan consultants, SKA+ will soon be gathering input from Trustees and Library leadership.

Our summer internship and fall practicum were a success, thank you to the Digital Media Studio and the Youth Services Department for the support in these education opportunities.

## **13. Unfinished Business –**

A committee to revise the Executive Directors Annual Review recently met to update the evaluation form. Chairperson Samalea informed the board that the first step in this process will be updating the Executive Directors job description.

## 14. New Business –

### Action Items:

#### **Revised 2023 BOT Meeting Schedule**

Samalea moved and Bottomley seconded to approve the revised 2023 BOT Meeting Schedule.

The motion carried unanimously via voice vote.

#### **FY2024 Operating Budget**

Bottomley moved and Samalea seconded to approve the FY2024 Operating Budget.

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

#### **Motion to Approve Partnerships & Community Involvement Policy and to table for review by attorney the Patron Confidentiality Policy and Payment Card Industry (PCI) Information Security Policy.**

Rohder-Tonelli moved and Bottomley seconded to approve:

Partnerships & Community Involvement and table for review the Patron Confidentiality Policy and Payment Card Industry (PCI) Information Security Policy.

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

#### **Motion to approve Employee Handbook**

Bottomley moved and Rohder-Tonelli seconded to approve the Employee Handbook

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

**DISCUSSION ITEMS:**

- Programming Policy
- Prohibited Gift

**15. Public Participation - None**

**16. Staff Reports –**

Youth Services Manager, Laura Yanchick reported on Summer Reading Updates and how over 2.5 million pages had been read!

**17. Announcements – None**

**18. Adjournment**

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

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Secretary,

\_\_\_\_\_  
Date