



## **MINUTES**

Board of Trustees

Meeting Date: August 19, 2021

7:00 PM – Black Road Branch – Meeting Room E & D

### **1. Convene and Call to Order**

A regular meeting of the Board of Trustees of the Joliet Public Library was held on August 19, 2021. The meeting convened at 7:00 p.m. with President Lynn Samalea presiding.

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

Josh Phillips led the group in the Pledge of Allegiance.

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

Trustees present: Jack Markley, Nancy Henricksen, Emmie Ostrem, Lynn Samalea, Gail Gawlik, Elaine Bottomley, Kelly Rohder-Tonelli, and Diane Harris. Essie Chavez attended via telephone.

Staff members attending were Megan Millen, Laura Yanchick, Dawn Ritter, Josh Phillips, Nicolette Szendzial and Dana Perry.

### **4. Motion to Allow Essie Chavez to Attend the Meeting via Telephone**

**MOTION:** Nancy Henricksen moved and Diane Harris seconded to accept the motion to allow Essie Chavez to Attend the Meeting via Telephone due to personal illness or injury. The motion passed unanimously via voice vote.

### **5. Agenda Revision and Approval**

**MOTION:** Kelly Rohder-Tonelli moved and Nancy Henricksen seconded to accept the agenda as presented. The motion passed unanimously via voice vote.

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

Board of Trustees Meeting- July 15, 2021

Special Board Meeting – August 5, 2021

**MOTION:** Emmie Ostrem moved and Elaine Bottomley seconded to approve the minutes from July 15, 2021 and August 5, 2021. The motion passed unanimously via voice vote.

## **7. Treasurer's Report**

**MOTION:** Elaine Bottomley moved and Nancy Henricksen seconded to accept and authorize for payment the 8/19/2021 Accounts Payable for \$90,729.47, the Checks Written since Last Board Meeting on 7/15/2021 in the amount of \$763,499.76, and the Electronic Payroll Transfers on 7/23/2021 and 8/06/2021 in the amount of \$242,062.52 for a Total Accounts Payable of \$1,096,291.75. The motion passed unanimously with the following trustees voting "aye": Rohder-Tonelli, Chavez, Gawlik, Harris, Ostrem, Markley, Henricksen, Samalea, Bottomley.

**MOTION:** Elaine Bottomley moved and Gail Gawlik seconded to accept and file for audit the 8/19/2021 Balance Sheet, the Report of Accounts, Cash Drawers, and Tax Distribution. The motion passed unanimously with the following trustees voting "aye": Rohder-Tonelli, Chavez, Gawlik, Harris, Ostrem, Markley, Henricksen, Samalea, Bottomley.

## **8. Public Participation (Regarding the current agenda's ACTION ITEMS)—** None.

## **9. Summer Reading Recap**

Laura and Dawn presented an interesting recap of the Summer Reading Program that included information on both participation and activities.

## **10. Executive Director's Report---Megan Millen**

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

Executive Director Millen applauded staff from Adult Services and Youth Services for another successful Summer Reading Program.

We are sixteen weeks into construction, and things continue to run on schedule. Phase 1 will conclude in mid-November. We look forward to a Grand Opening party in the summer of 2022.

Two final candidates moved forward for the open Deputy Director position. We hope to have the final candidate on board by October 1<sup>st</sup>.

The Adult Services Department wishes to request a portion of the Szczepaniak fund be used to purchase a variety of new materials for our popular local history section. Board members have expressed the sentiment that Jim would find such an expenditure appropriate.

#### **11. Deputy Director's Report---**

None.

#### **12. Unfinished Business--- None.**

#### **13. New Business--- None.**

- **Motion to approve expenditure of \$7,255.00 from the James Szczepaniak Bequest for local history materials**

Jack Markley moved and Kelly Rohder-Tonelli seconded to approve expenditure of \$7,255.00 from the James Szczepaniak Bequest for local history materials.

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

- **Motion to approve proposal from Library Furniture International Shelving Package 02A in the amount of \$54,537.00**

Diane Harris moved and Nancy Henricksen seconded to approve proposal from Library Furniture International Shelving Package 02A in the amount of \$54,537.00.

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

- **Motion to approve proposal from Library Furniture International Milwork Package 03A in the amount of \$22,933.00**

Gail Gawlik moved and Diane Harris seconded to approve proposal from Library Furniture International Milwork Package 03A in the amount of \$22,933.00.

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

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

**15. Staff Reports---**

Dana, Administrative Coordinator, thanked the Board of Trustees for allowing a morning of fellowship and relaxation for our August All Staff Day.

Josh, Digital Media Supervisor, has filled the vacant Associate position in his department and will be welcoming Kyle Eddy to the team at the end of August.

**16. Announcements-**

**17. Adjournment**

**MOTION:** Elaine Bottomley moved and Diane Harris seconded to adjourn the meeting at 7:49 p.m. The motion passed unanimously via voice vote.

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President, Lynn Samalea

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Date