



## 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 21<sup>st</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 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