



## MINUTES

Board of Trustees- Virtual Meeting

Meeting Date: February 17, 2022

### 1. Convene and Call to Order

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

### 2. Pledge of Allegiance

Dana Perry led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

Trustees present: Dr. Jack Markley, Nancy Henricksen, Lynn Samalea, Essie Chavez, Gail Gawlik, Diane Harris, Elaine Bottomley, Kelly Rohder-Tonelli.

Emmie Ostrem arrived at 6:02

Trustees Absent: None.

Staff members attending were Megan Millen, Dana Perry, Mallory Hewlett, Laura Yanchick and Josh Phillips.

### 4. Agenda Revision and Approval

**MOTION:** Emmie Ostrem moved and Dr. Jack Markley seconded to accept the agenda as presented. The motion passed unanimously with the following trustees voting "aye" Henricksen, Samalea, Chavez, Gawlik, Harris, Ostrem, Markley, Bottomley, Rohder-Tonelli.

### 5. Minutes Review, Revision, and Approval

Trustee Board Meeting- January 20th, 2022.

**MOTION:** Elaine Bottomley moved and Essie Chavez seconded to approve the minutes from January 20<sup>th</sup>, 2022. The motion passed unanimously with the following trustees voting "aye" Henricksen, Samalea, Chavez, Gawlik, Harris, Ostrem, Markley, Bottomley, Rohder-Tonelli.

## **6. Treasurers Report**

**MOTION:** Elaine Bottomley moved and Dr. Jack Markley seconded to accept and authorize for payment the 2/17/2022 Accounts Payable for \$1,009,424.62, the Checks Written since Last Board Meeting on 1/20/2022 in the amount of \$89,939.14 and the Electronic Payroll Transfers on 1/21/2022 and 2/04/2022 in the amount of \$246,514.08 for a Total Accounts Payable of \$1,345,877.84 The motion passed unanimously with the following trustees voting “aye”: Henricksen, Samalea, Chavez, Gawlik, Harris, Ostrem, Markley, Bottomley, Rohder-Tonelli

**MOTION:** Elaine Bottomley moved and Gail Gawlik seconded to accept and file for audit the 2/17/2022 Balance Sheet, the Report of Accounts, Cash Drawers, and Tax Distribution. The motion passed unanimously with the following trustees voting “aye”: Henricksen, Samalea, Chavez, Gawlik, Harris, Ostrem, Markley, Bottomley, Rohder-Tonelli.

## **7. Public Participation on Action Items- None.**

## **8. Architect Presentation regarding Project Burnham- Shaun Kelly**

SMC continues to work at a high rate of speed to make up for lost time during phase one. Drywall is almost complete on the 1991 portion of the building. We are roughly 50% finished with the project, with end of April being the goal for completion of phase two. Much of the contingency for the project has been used in the original side of the building, SMC and Engberg Anderson will continue to closely monitor what we have left of the contingency and inform the board of any major issues that may come up.

## **9. Executive Directors Report -**

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

Executive Director Millen gave updates on phase two of the project; we look forward to scheduling tours for the trustees.

The mask mandate will be repealed on February 28<sup>th</sup>, starting on that day, the Library will be recommending, not requiring, public to wear masks in the buildings. Leadership continues to focus on keeping our staff as safe as possible while offering services to patrons.

#### **10. Deputy Directors Report –**

A complete Report was included in the Board Packet. Due to the severe weather, Deputy Deiters was not able to attend the meeting.

#### **11. Unfinished Business – None.**

#### **12. New Business---**

- **Motion to approve revised Board of Trustee Meeting Schedule for 2022**  
Gail Gawlik moved and Kelly Rohder-Tonelli seconded to approve the revised Board of Trustee Meeting Schedule for 2022.  
The motion passed with the following trustees voting "aye:  
Henricksen, Samalea, Chavez, Gawlik, Harris, Ostrem, Markley, Bottomley, Rohder-Tonelli.
- First reading of revised Policy number F03, Outstanding Check Policy

#### **13. Public Participation--- None.**

#### **14. Staff Reports –**

The DMS has settled into its temporary space, and are excited to announce the return of their audio room, in a limited capacity. During January, they focused on putting together a promotional video for the Joliet Public Library app.

With Book Ban efforts making national headlines, Youth Services Manager reminded the Board of Trustees what steps are taken when a book is requested to be removed from our shelves. She thanked the board for their continued support in keeping our collection diverse.

The Communications office is currently a department of one, but soon will welcome a part time Communications Assistant and a full time Special Projects Coordinator.

#### **15. Announcements- None.**

#### **16. Adjournment**

**MOTION:** Gail Gawlik moved and Dr. Jack Markley seconded to adjourn the meeting at 6:55 p.m. The motion passed with the following trustees voting "aye: Henricksen, Samalea, Chavez, Gawlik, Harris, Ostrem, Markley, Bottomley, Rohder-Tonelli.

Gail Gawlik  
Secretary, Gail Gawlik

March 17, 2022  
Date