



## **MINUTES**

Board of Trustees Meeting  
3395 Black Road, Teen Room  
January 15, 2026, 6:00PM

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

A regular meeting of the Board of Trustees of the Joliet Public Library was held on January 15, 2026. The meeting started at 6:03 PM with President Lynn Samalea presiding.

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

Jim Deiters led the group in the Pledge of Allegiance.

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

Trustees present: Samalea, Gawlik, Rohder-Tonelli, Bottomley, Gulas

Trustees absent: Markley, Harris, Ostrem, Henricken

Staff members present: Megan Millen, Jim Deiters, Dana Perry, Laura Yanchick and Josh Phillips.

### **4. Agenda Revision and Approval**

Bottomley moved and Gawlik seconded to approve the agenda.

The motion carried unanimously via voice vote

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

Trustee Board Meeting Minutes – November 20, 2025

**MOTION:** Rohder-Tonelli moved and Gulas seconded to approve the minutes from November 20th, 2025. The motion carried unanimously via voice vote.

## 6. Treasurer's Report

**MOTION:** Bottomley moved and Gawlik seconded to accept and authorize for payment Accounts Payable for December 18th, 2025 in the amount of **\$1,219,489.25**, and January 15, 2026 in the amount of **\$649,222.18** Checks Written Since Last Board Meeting on November 20, 2025 - **\$55,712.91** and the Electronic Payroll Transfers on **11/21/2025 and 12/5/2025 and 12/19/2025 and 1/2/2026** - \$292,091.64

The motion passed unanimously with the following Trustees voting "aye":  
Samalea, Gawlik, Gulas , Rohder-Tonelli, Bottomley

**MOTION:** Bottomley moved and Rohder-Tonelli seconded to accept and file for audit the 11/30/2025 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting "aye" Samalea, Gawlik, Gulas , Rohder-Tonelli, 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:

### **Project Black Road Update**

The Black Road Branch phase transition is progressing. Staff successfully reorganized shelves after initial delays with movers. The mezzanine will be completed in time for the Board meeting, followed by work on meeting rooms, the Rock Run Room, restrooms, and installation of new dividers. Project completion is expected in March.

This year, we will celebrate the Black Road Branch renovation with a Grand Opening and mark the Library's 150th anniversary with programs, displays, and events. Staff will adapt to the new BRB layout, HR Source will assist with updating job descriptions and the salary scale, and departments will focus on fostering a positive work environment. We look forward to what 2026 has in store.

## 9. Deputy Director Report – Jim Deiters

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

### **Illinois Public Library Standards**

The Committee's work is complete. Standards were approved by the ILA Executive Board, presented at the annual conference, and followed up with an online webinar. Minor updates may occur, but the two-year project is finished.

## 10. Unfinished Business – None.

## 11. New Business –

### **ACTION ITEMS-**

- **Motion to Approve Study Room Policy**

Bottomley moved and Gawlik seconded to approve the Study Room Policy  
The motion passed unanimously with the following Trustees voting "aye":  
Samalea, Gawlik, Gulas, Rohder-Tonelli, Bottomley

- **Motion to Approve Rules of Conduct Policy**

Gulas moved and Rhoder-Tonelli seconded to approve the Rules of Conduct Policy  
The motion passed unanimously with the following Trustees voting "aye":  
Samalea, Gawlik, Gulas , Rohder-Tonelli, Bottomley

- **Motion to Approve Human Resources Business Partner Job Description**

Gawlik moved and Bottomley seconded to approve Human Resources Business Partner Job Description  
The motion passed unanimously with the following Trustees voting "aye":  
Samalea, Gawlik, Gulas , Rohder-Tonelli, Bottomley

- **Motion to Approve Chief of Operations Officer Job Description**

Rohder-Tonelli and Bottomley seconded to approve the Chief Operations Officer Job Description  
The motion passed unanimously with the following Trustees voting "aye":  
Samalea, Gawlik, Gulas, Rohder-Tonelli, Bottomley

**12. Public Participation - None.**

**13. Staff Reports –**

A full report from department managers was included in the Board Packet.

**14. Announcements - ABC Exhibit**

[February 1-March 31, 2026: ABC: Awesome Black Creativity](#)

**15. Adjournment**

**MOTION:** Bottomley moved and Rohder-Tonelli seconded to adjourn the meeting at 6:55PM. The motion carried unanimously via voice vote.

\_\_\_\_\_  
Secretary, Kelly Rohder-Tonelli

\_\_\_\_\_  
Date