

## MINUTES

Board of Trustees

Meeting Date: July 15, 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 June 15<sup>th</sup>, 2021. The meeting convened at 7:00 p.m. with President Nancy Henricksen presiding.

### 2. Pledge of Allegiance

Lynn Samalea led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

Trustees present: Nancy Henricksen, Lynn Samalea, Elaine Bottomley, Kelly Rohder-Tonelli, Gail Gawlik, Emmie Ostrem, and Diane Harris.

Emmie Ostrem arrived at 7:03 p.m.

Essie Chavez and Dr. Jack Markley were not in attendance.

Staff members attending were Megan Millen, Laura Yanchick, Dawn Ritter, Mallory Hewlett, Josh Phillips, Leticia Budrik, Janie Rodriguez and Dana Perry.

Also in attendance were Tom Gavin from Lauterbach and Amen, Rita Bottomley, and Renee Herstand.

### 4. Agenda Revision and Approval

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

### 5. FY 2020 Audit Review, Representative from Lauterbach and Amen

Tim Gavin from Lauterbach and Amen presented FY2020 Audit Management Letter and Annual Financial Report. The Board was pleased to receive and accept a very clean audit, thanks to Janie in the Business Office.

## **6. Oath Of Officers**

The Oath of Office was administered by Megan Millen, Executive Director, to the following trustees for their respective office:

*Lynn Samalea: President*

*Nancy Henriksen: Vice President*

*Gail Gawlik: Secretary*

*Elaine Bottomley: Treasurer*

After oaths were taken, former President Henriksen passed the gavel to incoming President Samalea who then presided over the rest of the meeting.

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

Board of Trustees- June 17, 2021

**MOTION:** Nancy Henriksen moved and Elaine Bottomley seconded to approve the minutes from June 17, 2021. The motion passed unanimously via voice vote.

## **8. Treasurer's Report**

**MOTION:** Gail Gawlik moved and Diane Harris seconded to accept and authorize for payment the 7/15/2021 Accounts Payable for \$196,860.26, the Checks Written since Last Board Meeting on 6/17/2021 in the amount of \$608,290.63 and the Electronic Payroll Transfers on 6/25/2021 and 7/06/2021 in the amount of \$255,391.46, for a Total Accounts Payable of \$1,060,542.35. The motion passed unanimously with the following trustees voting "aye": Henriksen, Samalea, Ostrem, Bottomley, Rohder-Tonelli, Gawlik, and Harris.

**MOTION:** Gail Gawlik moved and Nancy Henriksen seconded to accept and file for audit the 7/15/2021 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting "aye": Henriksen, Samalea, Ostrem, Bottomley, Rohder-Tonelli, Gawlik, and Harris.

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

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

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

Ten weeks into the schedule, Project Burnham continues to run smoothly. A tour will be scheduled for the Board in the upcoming weeks.



Preliminary interviews have started for our next Deputy Director, this position is anticipated to be filled by September.

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

None.

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

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

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

**15. Staff Reports---**

Mallory, Communications Manager, talked about the fun social media posts and outreach events we continue to roll out. A diaper drive that benefits our community, a JPL TikTok that entertains and a reoccurring Facebook post that introduces our staff.

Josh, DMS supervisor continues to keep the DMS portion of our website fresh and up to date as our services expand.

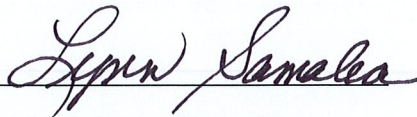
Laura, Youth Services Manager, talked about the success of the Summer Reading Challenge.

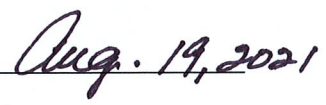
**16. Announcements-**

New Board President thanked former President Henricksen on her devotion to Joliet Public Library.

**17. Adjournment**

**MOTION:** Gail Gawlik moved and Emmie Ostrem seconded to adjourn the meeting at 7:36 p.m. The motion passed unanimously via voice vote.

  
\_\_\_\_\_  
President, Lynn Samalea

  
\_\_\_\_\_  
Date