



MINUTES

Board of Trustees Meeting
3395 Black Road Meeting Room E
June 15, 2023, 6:00PM

1. Convene and Call to Order

A regular meeting of the Board of Trustees of the Joliet Public Library was held on June 15, 2023. The meeting started at 6:02PM with President Lynn Samalea presiding.

2. Pledge of Allegiance

Linda Ling led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Henricksen, Samalea, Gawlik, Harris, Bottomley.

Trustees absent: Dr. Jack Markley, Ostrem, Rohder-Tonelli

Staff members present: Megan Millen, Jim Deiters, Josh Phillips, Lesley Rose, Linda Ling and Dana Perry.

4. Agenda Revision and Approval

Trustee Henricksen moved and Trustee Gawlik seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

5. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – May 18, 2023

MOTION: Trustee Harris moved and Trustee Bottomley seconded to approve the minutes from May 18, 2023. The motion carried unanimously via voice vote.

6. Treasurers Report

MOTION: Treasurer Bottomley moved and Trustee Harris seconded to accept and authorize for payment the 6/15/2023 Accounts Payable for \$141,849.16 the Checks Written since Last Board Meeting on 5/18/2023 in the amount of \$142,161.47 and the Electronic Payroll Transfers on 5/26/2023, and 6/9/2023, in the amount of \$285,918.14 for a Total Accounts Payable of \$569,928.77 The motion passed unanimously with the following Trustees voting “aye”:, Henricksen, Samalea, Gawlik, Harris, Bottomley

MOTION: Treasurer Bottomley moved and Trustee Henricksen seconded to accept and file for audit the 6/15/2023 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting “aye” Henricksen, Samalea, Gawlik, Harris, 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:

Director Millen complimented Special Projects Coordinator, Val, for her excellent work in securing several large scale traveling exhibits for the Ottawa St. branch.

Star Wars Day 2023 was a success with over 200 costume characters participating and thousands of guests attending from at least 19 different states.

We continue to work with the DCEO to receive the final 10% of our grant money.

In early August, we will provide a rough draft of our budget to the city. August will also kick off our Strategic Plan, which will develop throughout the fall, and implemented in the coming year.

9. Deputy Director Report – Jim Deiters

A complete Report was included in the Board Packet.

Deputy Deiters served as co-chair for the inaugural Community Leadership School, Continuing Education series.

Shout out to one of the libraries hidden gems, Technical Services. In May alone, tech services handled over 2,000 items. They continue to keep our collection attractive and organized.

10. Unfinished Business – None.

11. New Business –

- **Assign the Committee to revise Executive Directors Annual Evaluation form**

Trustee Samalea, Trustee Gawlik, Trustee Henricksen, Trustee Roher-Tonelli and Trustee Harris volunteered to serve on the committee.

- **Motion to approve Slate of Officers**
 - **President – Gail Gawlik**
 - **Vice President – Harris**
 - **Secretary – Bottomley**
 - **Treasurer – Henricksen**

Trustee Gawlik moved and Trustee Harris to approve Slate of Officers
The motion carried unanimously via voice vote

- **Motion to approve proposed changes to Trustee Bylaws**

Trustee Bottomley moved and Trustee Henricksen seconded to approve proposed changes to Trustee Bylaws; Changing the Trustee Board Meeting time from 7:00 to 6:00 in section 5.01 and adding “*Signature Requirement for Checks for ACH payments, a ledger will be reviewed and signed off on by two of the designated signers*” in section 6.04.

The motion passed unanimously with the following trustees voting “aye”:
Henricksen, Samalea, Gawlik, Harris, Bottomley

- **Motion to approve Closed Session Resolution**

Trustee Harris moved and Trustee Gawlik seconded to approve the Closed Session Resolution. The motion carried unanimously via voice vote

- **Motion to Approve Intergovernmental Agreement for Library Services with District 202, District 70C, District 30C and District 86**

Trustee Henricksen moved and Trustee Bottomley seconded to approve Intergovernmental Agreement for Library Services with District 202, District 70C, District 30C and District 86.

The motion passed unanimously with the following trustees voting “aye”:
Henricksen, Samalea, Gawlik, Harris, Bottomley

The staff and Board will review a small group of policies every month. After a first reading and a second review, Trustees will approve each of the updated policies.

- **Motion to approve Library Hours Policy**

Trustee Gawlik moved and Trustee Harris seconded to approve the Library Hours Policy. The motion passed unanimously with the following trustees voting “aye”: Henricksen, Samalea, Gawlik, Harris, Bottomley

- **Motion to approve Identity Protection Policy**

Trustee Harris moved and Bottomley moved to approve the Identity Protection Policy. The motion passed unanimously with the following trustees voting “aye”: Henricksen, Samalea, Gawlik, Harris, Bottomley

- **Motion to approve Investment of Public Funds Policy**

Trustee Harris moved and Trustee Henricksen seconded to table for review by the Auditor, the Investment of Public Funds Policy. The motion passed unanimously with the following trustees voting “aye”: Henricksen, Samalea, Gawlik, Harris, Bottomley

- **Motion to approve ALA Library Bill of Rights Policy**

Trustee Henricksen moved and Trustee Bottomley seconded to approve ALA Library Bill of Rights Policy

The motion passed unanimously with the following trustees voting “aye”: Henricksen, Samalea, Gawlik, Harris, Bottomley

DISCUSSION ITEMS:

- **Marketing & Community Outreach Policy**
- **Meeting Rooms Policy**
- **Naming Rights Policy**
- **Outstanding Check Policy**

Deputy Director Deiters presented the four policies up for an initial reading at the Meeting and then up for approval at the July Meeting. This in-depth, year-long review of public policies has been fruitful as a number of updates have been made and a number of unnecessary policies have been moved or removed.

12. Public Participation - None

13. Staff Reports –

Technical Services Manager, Linda, complimented how well their new hire, Neel, is doing in the workroom.

Digital Media Studio Manager, Josh, relayed the success of JPL's first staff picture day. He also presented on "The Lean Mean Green Screen" at ILA's Reaching Forward this year.

Adult Services Manager, Lesley, is excited to see all the foot traffic in our Local History section.

14. Announcements – None

15. Adjournment

MOTION: Trustee Harris moved and Trustee Gawlik seconded to adjourn the meeting at 6:54 PM. The motion carried unanimously via voice vote.

Secretary, Gail Gawlik

Date