



MINUTES

Board of Trustees Meeting
3395 Black Road Meeting Room E
June 20th 2024, 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 20th, 2024. The meeting started at 6:04 PM with President Gail Gawlik presiding.

2. Pledge of Allegiance

Lynn Samalea led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Gawlik, Samalea, Montagao-Liburdi, Ostrem, Henricksen, Bottomley

Trustees absent: Harris, Rohder-Tonelli, Markley.

Staff members present: Megan Millen, Jim Deiters, Vanessa Padilla, Laura Yanchick, Janie Rodriguez, and Dana Perry. Also present was Joe Laudont from Lauterbach and Amen.

4. Motion to allow Trustee Montagao-Liburdi to attend remotely due to being out of town.

Samalea moved and Henricksen seconded the motion. The motion passed unanimously via voice vote.

5. Agenda Revision and Approval

Bottomley moved and Henricksen seconded to approve the agenda as presented. The motion passed unanimously via voice vote.

6. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – May 15th, 2024.

MOTION: Ostrem moved and Samale seconded to approve the minutes from May 15th, 2024. The motion carried unanimously via voice vote

7. Treasurers Report

MOTION: Samalea moved and Henricksen seconded to accept and authorize for payment the 6/20/2024 Accounts Payable for \$79,009.09 the Checks Written since Last Board Meeting on 5/15/2024 in the amount of \$137,022.46 and the Electronic Payroll Transfers on 5/24/2024 and 6/4/2024 in the amount of \$292,162.40 for a Total Accounts Payable of \$508,193.95 The motion passed unanimously with the following Trustees voting “aye”: Gawlik, Samalea, Montagao-Liburdi, Ostrem, Henricksen, Bottomley

MOTION: Samalea moved and Bottomley seconded to accept and file for audit the 5/31/2024 Balance Sheet, the Report of Accounts, Cash Drawers. The motion passed unanimously with the following trustees voting “aye” Gawlik, Samalea, Montagao-Liburdi, Ostrem, Henricksen, Bottomley

8. Auditor Report – Joe from Lauterbach and Amen

Mr. Laudont thanked Janie and the business office for their assistance in our yearly audit. He provided a brief overview of the of the Audit Report and Management Letter. The Library received a clean, unmodified opinion from the auditors.

9. Public Participation on Action Items – None.

10. 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 continues to stay on track as we gather patron and staff feedback

We are officially 100% free and clear of any debt to the City for Project Burnham.

11. Deputy Director Report – Jim Deiters

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

The JPL On-the-Go Van is still in the works. We are working on the training details and logistics while we wait for a scheduled delivery date.

Our door count stats are becoming more accurate now that we have installed new door counts.

12. Unfinished Business – None.

13. New Business –

• **ACTION ITEMS:**

• **Revised Study Room and Circulation policy**

Bottomley moved and Samalea seconded to approve the Revised Study Room and Circulation Policy

The motion passed unanimously with the following trustees voting “aye”
Gawlik, Samalea, Montagao-Liburdi, Ostrem, Henricksen, Bottomley

• **Approve Tax Bill Method for Issuing Non-Residents Cards**

Henricksen moved and Ostrem seconded to approve the Tax Bill Method for Issuing Non-Residents Cards

The motion passed unanimously with the following trustees voting “aye”
Gawlik, Samalea, Montagao-Liburdi, Ostrem, Henricksen, Bottomley

DISCUSSION ITEMS:

- **First Reading of Education Reimbursement Addition to the Employee Handbook**

14. Public Participation – None.

15. Staff Reports –

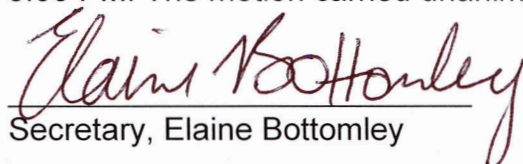
Youth Services Manager, Laura, reported over 1,200 people attended their Petting Zoo program.

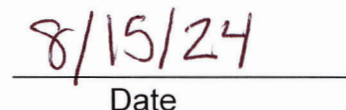
Circulation Supervisor, Vanessa, informed the board that over 90 digital library cards were issued in the last month.

16. Announcements

17. Adjournment

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


Secretary, Elaine Bottomley


Date