



MINUTES

Board of Trustees Meeting
3395 Black Road Meeting Room E
June 10, 2025, 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 10, 2025. The meeting started at 6:00 PM with President Gail Gawlik presiding.

2. Pledge of Allegiance

Katie Gulas led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

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

Trustees absent: Ostrem, Markley.

Staff members present: Megan Millen, Jim Deiters, Josh Phillips, Laura Yanchick, Dennis Broz, Lesley Rose, Keisha Mandara, and Dana Perry.

Harris arrived at 6:03 PM

4. Agenda Revision and Approval

Henricksen moved to revise the Agenda to remove the May 15th, 2025 Committee Meeting Minutes and Samalea seconded to approve the revised agenda.

The motion passed unanimously with the following trustees voting "aye" Henricksen, Samalea, Gulas, Gawlik, Harris, Bottomley, Rhoder-Tonelli.

5. Black Road Project Bid Package Presentation – Josh Campanelli (SMC) and Kristin Richardson (E&A)

Kristen and Josh presented the bids and alternatives. They also outlined cost-saving measures designed to help ensure the project remains within budget, demonstrating a thoughtful approach to both quality and fiscal responsibility.

6. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – May 15, 2025.

MOTION: Henricksen moved and Bottomley seconded to approve the minutes from May 15, 2025. The motion carried unanimously via voice vote.

7. Treasurers Report

MOTION: Samalea moved and Bottomley seconded to accept and authorize for payment Checks Written since Last Board Meeting on 5/15/2025 in the amount of \$118,445.44 and the Electronic Payroll Transfers on 5/23/2025, 6/6/2025-\$315,558.12 for a Total Accounts Payable of \$434,003.56

The motion passed unanimously with the following Trustees voting “aye”:, Henricksen, Samalea, Gulas, Gawlik, Harris, Bottomley, Rhoder-Tonelli.

MOTION: Samalea moved and Henricksen seconded to accept and file for audit the 5/30/2025 Balance Sheet, the Report of Accounts, Cash Drawers. The motion passed unanimously with the following trustees voting “aye” Henricksen, Samalea, Gulas, Gawlik, Harris, Bottomley, Rhoder-Tonelli

8. Public Participation on Action Items – None.

9. Executive Director Report – Megan Millen

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

Executive Director Millen will attend the Rotary International Conference in Calgary from June 20–26 as part of her upcoming role as President of Joliet Rotary Club #78, beginning July 1.

Although the footprint of Star Wars Day was different this year, the event was still a success. Next year we look forward to holding it for the 15th year.

10. Deputy Director Report – Jim Deiters

A complete Report was included in the Board Packet.

Deputy Director Deiters provided some updated statistics and highlighted the success of Brick Fest 2025 at Ottawa St

11. Unfinished Business – None.

12. New Business –

ACTION ITEMS:

- **Business Manager Job Description**

Rhoder-Tonelli moved and Bottomley seconded to approve the Business Manager Job Description. The motion passed unanimously with the following trustees voting “aye” Henricksen, Samalea, Gulas, Gawlik, Harris, Bottomley, Rhoder-Tonelli

- **Office Assistant Job Description**

Rhoder-Tonelli moved and Harris seconded to approve the Office Assistant Job Description. The motion passed unanimously with the following trustees voting “aye” Henricksen, Samalea, Gulas, Gawlik, Harris, Bottomley, Rhoder-Tonelli

- **IGA Troy Consolidated School District**

Harris moved and Gulas seconded to approve the IGA Troy Consolidated School District

The motion carried unanimously via voice vote

- **Tax Bill Method for Issuing Non- Resident Cards**

Henricksen moved and Harris seconded to approve the Tax Bill Method for Issuing Non- Resident Cards

The motion passed unanimously with the following trustees voting “aye” Henricksen, Samalea, Gulas, Gawlik, Harris, Bottomley, Rhoder-Tonelli

- **Election of Officers**

- ***Lynn Samalea- President***

- ***Nancy Henricksen – Vice President***
- ***Diane Harris- Treasurer***
- ***Kelly Rhoder-Tonelli – Secretary***

Harris moved and Gulas seconded to accept the slate of officers as presented. The motion passed unanimously with the following trustees voting “aye” Henricksen, Samalea, Gulas, Gawlik, Harris, Bottomley, Rhoder-Tonelli

- **Closing Black Road on June 30th – July 3rd, 2025**

Gulas moved and Bottomley seconded to approve closing Black Road on June 30th – July 3rd, 2025. The motion carried unanimously via voice vote

- **Motion to approve a construction bid package in the amount of \$3,163,076.00**

- This bid contains the following items:
 - ☐ Demolition- Break Thru Demolition
 - ☐ General Trades – Hargrave Builders
 - ☐ Aluminum/Glazing – Reliant Contract Glass
 - ☐ Framing/Drywall – N.A.. Favia Builders
 - ☐ Acoustical Ceiling Panels – Just Rite Acoustics
 - ☐ Flooring – Carpet/Resilient/Base – Intergral Flooring
 - ☐ Painting – K&J Painting
 - ☐ Fire Protection – Absolute Fire Protection
 - ☐ Plumbing – John’s Service & Sales
 - ☐ HVAC – John’s Service & Sales
 - ☐ Electrical/ Low Voltage/Fire Alarm – Associated Electrical

Gulas moved and Rhoder-Tonelli seconded to approve a construction bid package in the amount of \$3,163,076.00. The motion passed unanimously with the following trustees voting “aye” Henricksen, Samalea, Gulas, Gawlik, Harris, Bottomley, Rhoder-Tonelli

- **Motion to approve Project Black Road Bid for Black Road Library Moving Services – Armstrong Relocation, including bond costs, for the total amount of \$136,084.00**

Harris moved and Samalea seconded to approve Project Black Road Bid for Black Road Library Moving Services – Armstrong Relocation, including bond costs, for the total amount of \$136,084.00. The motion passed unanimously with the following trustees voting “aye” Henricksen, Samalea, Gulas, Gawlik, Harris, Bottomley, Rhoder-Tonelli.

13. Public Participation – None

14. Staff Reports –

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

15. Announcements

16. Adjournment

MOTION: Bottomley moved and Rhoder-Tonelli seconded to adjourn the meeting at 6:43PM. The motion carried unanimously via voice vote.

Secretary, Elaine Bottomley

Date