



MINUTES

Board of Trustees Meeting
150 North Ottawa Street, Board Room
May 18, 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 May 18, 2023. The meeting started at 6:01PM with President Lynn Samalea presiding.

2. Pledge of Allegiance

Gail Gawlik led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

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

Trustees absent: Ostrem

Staff members present: Megan Millen, Jim Deiters, Josh Phillips, Laura Yanchick, Lesley Rose, Joe Masters, Janie Rodriguez, Terri Purcell, Mallory Hewlett and Dana Perry.

4. Agenda Revision and Approval

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

5. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – April 20, 2023

MOTION: Trustee Rohder-Tonelli moved and Trustee Harris seconded to approve the minutes from April 20, 2023. The motion carried unanimously via voice vote.

6. Treasurers Report

MOTION: Treasurer Bottomley moved and Trustee Henricksen seconded to accept and authorize for payment the 5/18/2023 Accounts Payable for \$214,068.82, the Checks Written since Last Board Meeting on 4/20/2023 in the amount of \$100,566.98 and the Electronic Payroll Transfers on 4/28/2023, and 5/12/2023, in the amount of \$282,768.21 for a Total Accounts Payable of \$597,404.01 The motion passed unanimously with the following Trustees voting “aye”: Chavez, Gawlik, Harris, Markley, Rohder-Tonelli, Henricksen, Samalea, Bottomley.

MOTION: Treasurer Bottomley moved and Trustee Harris seconded to accept and file for audit the 5/18/2023 Balance Sheet, the Report of Accounts, and Cash Drawers. The motion passed unanimously with the following trustees voting “aye”: Chavez, Gawlik, Harris, Ostrem, Rohder-Tonelli, Henricksen, Samalea, Bottomley.

7. Auditors Report- Don Shaw with Lautherbach & Amen

8. Public Participation on Action Items – None.

9. Summer Reading Challenge Presentation – Laura & Lesley

10. Executive Director Report – Megan Millen

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

11. Deputy Director Report – Jim Deiters

A complete Report was included in the Board Packet.

12. Unfinished Business – None.

13. New Business –

- **Motion to approve yearly custodial contract to Complete Cleaning Company in the amount of \$67,560.00**

Trustee Markley moved and Trustee Harris to approve yearly custodial contract to Complete Cleaning Company in the amount of \$67,560.00. The motion passed unanimously with the following trustees voting “aye”: Rohder-Tonelli, Henricksen, Harris, Markley, Ostrem, Bottomley, Gawlik, Samalea.

- **Motion to approve Bill Payment Policy**

Trustee Harris moved and Trustee Bottomley seconded to approve Bill Payment Policy. The motion passed unanimously with the following trustees voting “aye”: Rohder-Tonelli, Henricksen, Harris, Markley, Ostrem, Bottomley, Gawlik, Samalea.

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.

ACTION ITEMS:

- Identity Protection Policy
- Freedom to Read Policy
- Gift Donations Policy

Trustee Rohder-Tonelli moved and Trustee Markley seconded for approval of the revised policies. The motion passed unanimously with the following trustees voting “aye”: Rohder-Tonelli, Henricksen, Harris, Markley, Ostrem, Bottomley, Gawlik, Samalea.

DISCUSSION ITEMS:

- **Proposed changes to the Trustee Bylaws**
- **Library Hours Policy**
- **Identity Protection Policy**
- **Investment of Public Funds Policy**
- **Library Bill of Rights Policy**

Deputy Director Deiters presented the four policies up for an initial reading at the Meeting and then up for approval at the May 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.

14. Public Participation - None

15. Staff Reports –

16. Announcements –

None

17. Adjournment

MOTION: Trustee Gawlik moved and Trustee Markley seconded to adjourn the meeting at 6:44 PM. The motion carried unanimously via voice vote.

Secretary, Gail Gawlik

Date