



MINUTES

Board of Trustees Meeting
3395 Black Road Meeting Room E
May 15, 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 May 15, 2025. The meeting started at 6:00 PM with Vice President Diane Harris presiding.

2. Pledge of Allegiance

Emmie Ostrem led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Henricksen, Samalea, Gulas, Harris, Bottomley, Rhoder-Tonelli, Ostrem.

Trustees absent: Markley, Gawlik

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

4. Agenda Revision and Approval

Rhoder-Tonelli moved to revise the Agenda to include a First Read for an IGA with Troy School District and Samalea seconded to approve the revised agenda.

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

5. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – April 17, 2025.

MOTION: Bottomley moved and Gulas seconded to approve the minutes from April 17, 2025. The motion carried unanimously via voice vote

6. Treasurers Report

MOTION: Samalea moved and Henricksen seconded to accept and authorize for payment the 5/15/2025 Accounts Payables - \$74,570.76 the Checks Written since Last Board Meeting on 4/17/2025 in the amount of \$125,656.98 and the Electronic Payroll Transfers on 4/25/2025, 5/9/2025- \$315,158.91 for a Total Accounts Payable of \$515,386.65

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

MOTION: Samalea moved and Henricksen seconded to accept and file for audit the 4/30/2025 Balance Sheet, the Report of Accounts, Cash Drawers. The motion passed unanimously with the following trustees voting “aye” Henricksen, Samalea, Gulas, Harris, Bottomley, Rhoder-Tonelli, Ostrem.

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:

Project Update: Project Black Road went out to bid on May 6. Walkthrough & Pre-Bid Meeting are scheduled for May 21 at BRB. Bid submission deadline is May 30. The furniture bid is still in progress as the team finalizes selections.

BRB staff are actively packing and preparing for storage ahead of the Phase One start date on July 7.

9. Deputy Director Report – Jim Deiters

A complete Report was included in the Board Packet.

At Ottawa Street, May 17 & Sunday, May 18, LEGO creators are taking over the downtown building for an interactive exhibit on all three floors.

The Library will host CLS 2.0 morning workshops each of the five Thursdays in October. Jim is developing a detailed syllabus with two committee members.

10. Unfinished Business – None.

11. New Business –

ACTION ITEMS: None.

- **DISCUSSION ITEMS:**

First Read – Administrative Coordinator Job Description

First Read- Office Assistant Job Description

First Read – IGA with Troy Consolidated School District

Appoint Nominating Committee – *Lynn Samalea, Nancy Henricksen, Diane Harris, Emmie Ostrem, Katie Gulas will serve on the committee.*

12. Public Participation – None

13. Staff Reports –

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

14. Announcements

15. Adjournment

MOTION: Bottomley moved and Rhoder-Tonelli seconded to adjourn the meeting at 6:52PM. The motion carried unanimously via voice vote.


Secretary, Elaine Bottomley


Date