

## AGENDA

Joliet Public Library Board of Trustees Meeting  
3395 Black Road Meeting Room F&E  
May 15, 2025 @ 6:00 PM

### AGENDA NOTICE

Agendas are posted 48 hours prior to a meeting at this site and on the Library's website at [www.jolietlibrary.org](http://www.jolietlibrary.org).

- 1) Convene and Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call of Trustees
- 4) Agenda revision and approval
- 5) Minutes review, revision, and approval  
April 17, 2025 - Board of Trustees Meeting Minutes
- 6) Treasurer's Report –
  - a. Schedule of Accounts Payable
    - i. Accounts Payable  
**May 15, 2025 – TBD**  
Checks Written Since Last Board Meeting on April 17, 2025- **\$125,656.98**
    - ii. Electronic Payroll Transfers on 4/25/25 & 5/9/25 -- **\$315,158.91**
    - iii. **TOTAL ACCOUNTS PAYABLE \$ TBD**
  - b. Financial Reports
    - i. Balance Sheet 4/30/2025
    - ii. Report of Accounts, Cash Drawers
- 7) Public Participation (Regarding the current agenda's ACTION & DISCUSSION ITEMS)
- 8) Executive Director's Report
- 9) Deputy Director's Report
- 10) Unfinished Business
- 11) New Business

### **ACTION ITEMS:**

- First Read – Administrative Coordinator Job Description
- First Read – Office Assistant Job Description

### **DISCUSSION ITEMS**

- Appoint Nominating Committee

- 12) Public Participation
- 13) Staff Reports
- 14) Announcements
- 15) Adjournment

The next meeting of the Joliet Public Library Board of Trustees is scheduled for 6:00pm, Tuesday, June 10, at 3395 Black Road, Joliet, IL 60435. Any person needing an accommodation for a disability in order to attend a Board Meeting at the Library should contact the Administrative Services Coordinator by telephone at 815.740.2669, by email at [ada@jolietlibrary.org](mailto:ada@jolietlibrary.org) or in writing, not less than five (5) working days prior to the meeting.