



MINUTES

Board of Trustees

Meeting Date: March 18, 2021

7:00 PM – Ottawa St. Branch – Burnham Room

1. Convene and Call to Order

A regular meeting of the Board of Trustees of the Joliet Public Library was held on March 18th, 2021. The meeting convened at 7:00 p.m. with President Nancy Henricksen presiding.

2. Pledge of Allegiance

Kelly Rohder-Tonelli led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Nancy Henricksen, Lynn Samalea, Elaine Bottomley, Kelly Rohder-Tonelli. Essie Chavez called in.

Emmie Ostrem arrived at 7:01 p.m.

Trustees Absent: Gail Gawlik, Jack Markley, Diane Harris.

Staff members attending were Megan Millen, Catherine Y. Adamowski, Laura Yanchick, Dawn Ritter, and Dana Perry.

Also in attendance were Shaun Kelly (Engberg Anderson), Josh Campanelli (SMC) and Craig Williams (Client First Technology Consulting).

4. Agenda Revision and Approval

MOTION: Lynn Samalea moved and Kelly Rohder-Tonelli seconded to accept the agenda as presented. The motion passed unanimously via voice vote.

5. Minutes Review, Revision, and Approval

Special Board Meeting- February 4th, 2021 and Board of Trustee Meeting
Minutes- February 18, 2021.

MOTION: Lynn Samalea moved and Elaine Bottomley seconded to approve the minutes from February 4th and February 18th, 2021. The motion passed unanimously via voice vote.

6. Treasurer's Report

MOTION: Lynn Samalea moved and Kelly Rohder-Tonelli seconded to accept and authorize for payment the 3/18/2021 Accounts Payable for \$128,066.95, the Checks Written since Last Board Meeting on 2/18/2021 in the amount of \$143,938.57 and the Electronic Payroll Transfers on 2/19/2021, 3/05/2021 in the amount of \$241,614.68, for a Total Accounts Payable of \$513,620.20. The motion passed unanimously with the following trustees voting "aye": Henricksen, Samalea, Chavez, Ostrem, Bottomley, Rohder-Tonelli.

MOTION: Lynn Samalea moved and Elaine Bottomley seconded to accept and file for audit the 3/18/2021 Balance Sheet, the Report of Accounts and Cash Drawers. The motion passed unanimously with the following trustees voting "aye": Henricksen, Samalea, Chavez, Ostrem, Bottomley, Rohder-Tonelli.

7. Public Participation (Regarding the current agenda's ACTION ITEMS)--None

8. Executive Director's Report---Megan Millen

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

Phase 0 of Project Burnham is slated to begin on March 29th at the Chicago St. Entrance.

Executive Director Millen provided her quarterly Strategic Plan Update. Virtual Programming, Curbside Pickup, ES/ELL Associate and a Building Renovation are just a few of the goals that are being achieved.

9. Deputy Director's Report---Catherine Y. Adamowski

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

Deputy Director Adamowski updated the Board on the Intergovernmental Agreements with several schools regarding the Cards for Kids Act.

10. Unfinished Business--- None.

11. New Business-

ACTION ITEMS:

- **Motion to approve Alternate #3 in the amount of \$107,984.00**
Lynn Samalea moved and Emmie Ostrem seconded to approve Alternate #3 in the amount of \$107,984.00
The motion passed unanimously with the following trustees voting "aye"
Bottomley, Ostrem, Henricksen, Chavez, Samalea, Rohder-Tonelli
- **Motion to approve bid for moving services from Hallett and Sons Expert Movers, Inc. in the amount of \$71,557.50**
Emmie Ostrem moved and Kelly Rohder-Tonelli seconded to approve bid for moving services from Hallett and Sons Expert Movers, Inc. in the amount of \$71,557.50
The motion passed unanimously with the following trustees voting "aye"
Bottomley, Ostrem, Henricksen, Chavez, Samalea, Rohder-Tonelli
- **Motion to approve moving contract alternate #1 from Hallett and Sons Expert Movers, Inc. in the amount of \$12,000.**
Lynn Samalea moved and Elaine Bottomley seconded to approve moving contract alternate #1 from Hallett and Sons Expert Movers, Inc. in the amount of \$12,000
The motion passed unanimously with the following trustees voting "aye"
Bottomley, Ostrem, Henricksen, Chavez, Samalea, Rohder-Tonelli
- **Motion to approve contract with Peak Electric for cabling in the amount of \$136,300.00**
Kelly Rohder-Tonelli moved and Elaine Bottomley seconded to approve the contract with Peak Electric for cabling in the amount of \$136,300.00.
The motion passed unanimously with the following trustees voting "aye"
Bottomley, Ostrem, Henricksen, Chavez, Samalea, Rohder-Tonelli

- **Motion to allow Executive Director to sign IT hardware project, not to exceed \$40,000.00**

Emmie Ostrem moved and Lynn Samalea seconded to allow Executive Director to sign IT hardware project, not to exceed \$40,000.00

The motion passed unanimously with the following trustees voting "aye"
Bottomley, Ostrem, Henricksen, Chavez, Samalea, Rohder-Tonelli

12. Public Participation--- None.

13. Staff Reports---

Youth Services Manager, Laura, has begun interviews for the ELL-Spanish Services Associate. Programming.

Staff from both buildings will be working together this summer to produce programming at Black Road and also working together to bring outreaches to the parks.

Adult Services Manager, Dawn, commented on the success of virtual programming and the Adult Services version of "Program in a Bag".

14. Announcements- None

15. Adjournment

MOTION: Lynn Samalea moved and Emmie Ostrem seconded to adjourn the meeting at 8:03 p.m. The motion passed unanimously via voice vote.



President, Nancy Henricksen



Date