MINUTES
Board of Trustees Meeting
150 North Ottawa St. Board Room
November 20, 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 November 20, 2025. The meeting started at 6:03 PM with President Lynn Samalea presiding.

2. **Pledge of Allegiance**
   Elaine Bottomley led the group in the Pledge of Allegiance.

3. **Roll Call of Trustees**

   Trustees present: Henricksen, Ostrem, Samalea, Gawlik, Rohder-Tonelli, Bottomley

   Trustees absent: Markley and Gulas

   Staff members present: Megan Millen, Jim Deiters, Dana Perry, Lesley Rose, Laura Yanchick, Chris Special and Monique Petrie.

   Trustee Harris arrived at 6:07 PM.

4. **Agenda Revision and Approval**
   Bottomley moved and Gawlik seconded to approve the agenda.

   The motion carried unanimously via voice vote

5. **Minutes Review, Revision, and Approval**
   Trustee Board Meeting Minutes – October 16, 2025

   MOTION: Henricksen moved and Ostrem seconded to approve the minutes from October 16th, 2025. The motion carried unanimously via voice vote.

6. **Treasurer's Report**

MOTION: Harris moved and Henricksen seconded to accept and authorize for payment Accounts Payable for November 20th, 2025 in the amount of $768,240.32, Checks Written since Last Board Meeting on 10/16/2025 in the amount of $116,725.28 and the Electronic Payroll Transfers on 10/24/2025, 11/7/2025- $287,746.39 for a Total Accounts Payable of $1,172,711.99

The motion passed unanimously with the following Trustees voting "aye":, Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Bottomley

MOTION: Harris moved and Gawlik seconded to accept and file for audit the 10/31/2025 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting "aye" Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Bottomley

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 Black Road: The project is on track and under budget. Phase 2 will include a full public bathroom remodel. A Board tour will be scheduled during this time. Overall progress is very positive.

FY2026 Operating Budget: The final budget includes a 4.98% levy increase, matching the City's approval on Dec. 2. This supports the BRB construction loan and 2026 operations.

Pinnacle News: Former JPL staff Matt Hammermeister won the Hugh C. Atkinson Memorial Award for Interlibrary Cooperation at ILA.

ILA Legislative Meetup: Wednesday, Dec. 2, at DoubleTree by Hilton Chicago-Alsip.

9. **Deputy Director Report – Jim Deiters**

Staff Compensation & Professional Development: Brittney and Jim reviewed data provided by Paychex, our payroll provider, but needed more detail, so HR

Source will evaluate our current practices and provide a multi-year template starting early next year.
At the Illinois Library Association Conference (Oct. 14–16), Megan and Jim participated in a mock Board Meeting, Jim presented the new Standards for Illinois Public Libraries, and the documentary *The Librarians* on the fight against censorship was unveiled.

10. Unfinished Business – None**.**

11. New Business –

ACTION ITEMS-

- **Motion to approve the temporary closure of the Black Road Branch to the public for the week of December 15–19, 2025, or for the week recommended by SMC in accordance with the project schedule.**
  Rohder-Tonelli moved and Bottomley seconded to approve the temporary closure of the Black Road Branch to the public for the week of December 15–19, 2025, or for the week recommended by SMC in accordance with the project schedule.
  The motion passed unanimously with the following trustees voting "aye"
  Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Bottomley

- **Motion to approve FY2026 Operating Budget, Pending City Council Review**
  Harris moved and Bottomley seconded to approve FY2026 Operating Budget, Pending City Council Review
  The motion passed unanimously with the following trustees voting "aye"
  Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Bottomley

12. Public Participation - None.

13. Staff Reports –
A full report from department managers was included in the Board Packet.

14. Announcements

15. **Closed Session - Moved by Harris, seconded by Ostrem to enter closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific Library employee.**

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

16. **ACTION ITEMS CONTINUED**

- **Motion to approve 2026 compensation for the Executive Director**
  Rohder-Tonelli moved and Bottomley seconded to approve the 2026 compensation for the Executive Director.
  The motion passed unanimously with the following trustees voting “aye” Henricksen, Ostrem, Samalea, Gawlik, Harris, Rohder-Tonelli, Bottomley

17. **Adjournment**

    MOTION: Ostrem moved and Bottomley seconded to adjourn the meeting at 7:19PM. The motion carried unanimously via voice vote.

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Secretary, Kelly Rohder-Tonelli Date