

## **MINUTES**

Board of Trustees

Meeting Date: November 19<sup>th</sup>, 2020

Virtual and In Person Board Meeting

### **1. Convene and Call to Order**

A regular meeting of the Board of Trustees of the Joliet Public Library was held via Zoom and in person on November 19<sup>th</sup>, 2020. The meeting convened at 7:00 p.m. with President Nancy Henricksen presiding.

### **2. Pledge of Allegiance**

Gail Gawlik led the group in the Pledge of Allegiance.

### **3. Roll Call of Trustees**

Trustees present: Nancy Henricksen, Lynn Samalea, Essie Chavez, Gail Gawlik and Diane Harris. Emmie Ostrem arrived at 7:03

Trustees absent: Dr. Jack Markley

Staff members attending were Megan Millen, Catherine Y. Adamowski, Laura Yanchick, Linda Ling, Mallory Hewlett, Janie Rodriguez and Dana Perry.

Also in attendance was Elaine Bottomly and Kelly Rohder-Tonelli

### **4. Agenda Revision and Approval**

**MOTION:** Lynn Samalea moved and Diane Harris seconded to accept the agenda as presented. The motion passed unanimously with the following trustees voting "aye": Henricksen, Samalea, Chavez, Gawlik and Harris.

**5. Oath of Office-**

The Oath of Office was taken by the following trustees for their respective offices:

Elaine Bottomely- Trustee

Kelly Rohder-Tonelli- Trustee

**6. Minutes Review, Revision, and Approval**

Regular Board Meeting—October 15<sup>th</sup>, 2020

**MOTION:** Lynn Samalea moved and Diane Harris seconded to approve the minutes of the October 15<sup>th</sup>, regular Board meeting. The motion passed unanimously with the following trustees voting “aye”: Henricksen, Samalea, Chavez, Gawlik, Harris and Ostrem. “Abstain”: Rohder-Tonelli, Bottomley

**7. Treasurer’s Report**

**MOTION:** Gail Gawlik moved and Diane Harris seconded to accept and authorize for payment the 11/19/2020 Accounts Payable for \$79,327.33, the Checks Written since Last Board Meeting on 10/15/2020 in the amount of \$163,191.63 and the Electronic Payroll Transfers for 10/16/2020, 10/30/2020 and 11/13/2020 in the amount of \$353,929.60, for a Total Accounts Payable of \$596,448.56. The motion passed unanimously with the following trustees voting “aye”: Henricksen, Samalea, Harris, Chavez, Gawlik, Ostrem, Bottomley, Rohder-Tonelli.

**MOTION:** Gail Gawlik moved and Lynn Samalea seconded to accept and file for audit the 11/19/2020 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting “aye”: Henricksen, Samalea, Chavez, Harris, Gawlik, Ostrem, Bottomley, Rohder-Tonelli.

**8. Public Participation (Regarding the current agenda’s ACTION ITEMS)--None**

**9. Executive Director’s Report---Megan Millen**

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

Computers will be temporarily removed while we enter into tier 3 of mitigations. Our task force continues to keep JPL safe and offering services.

Project Burnham continues to move full steam ahead, we will be going to bid on January 4, 2021.

Tonight the Board will be presented with the final FY2021 Budget.

#### **10. Deputy Director's Report---Catherine Y. Adamowski**

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

JPL's Pay it Forward Campaign has launched! Thank you to Access Services, Building Services and Marketing for kicking off the details of this initiative.

Also recently launched is our Educators Cards for D86 and D204. Within one week of launch, we had issued nearly 130 teacher cards. More to come soon on Rockdale Grade School, Plainfield 202, Joliet Diocesan schools, Laraway and Union.

#### **11. Unfinished Business--- None.**

#### **12. New Business-**

##### **ACTION ITEMS:**

- **Motion to approve Final FY2021 Operating Budget**  
Gail Gawlik moved and Diane Harris seconded to approve the final FY2021 Operating Budget.  
The motion passed unanimously with the following trustees voting "aye"  
Heckricksen, Samalea, Chavez, Harris, Gawlik, Ostrem, Bottomley, Rohder-Tonelli
  
- **Motion to approve Final FY2021 Fund Balance Distribution**  
Kelly Rohder-Tonelli moved and Emmie Ostrem seconded to approve the Final FY2021 Fund Balance Distribution  
The motion passed unanimously with the following trustees voting "aye"  
Heckricksen, Samalea, Chavez, Harris, Gawlik, Ostrem, Bottomley, Rohder-Tonelli.



- **Motion to approve Remote Work Policy**  
Emmie Ostrem moved and Lynn Samalea seconded to approve the Remote Work Policy.  
The motion passed unanimously with the following trustees voting “aye” Heckricksen, Samalea, Chavez, Harris, Gawlik, Ostrem, Bottomley, Rohder-Tonelli.
- **Motion to approve updated Joliet Public Library Code of Ethics**  
Diane Harris moved and Gail seconded to approve the updated Joliet Public Library Code of Ethics.  
The motion passed unanimously with the following trustees voting “aye” Heckricksen, Samalea, Chavez, Harris, Gawlik, Ostrem, Bottomley, Rohder-Tonelli
- **Motion to approve revised Stacks Maintenance Supervisor job description**  
Lynn Samalea moved and Diane Harris seconded to approve the Stacks Maintenance Supervisor job description.  
The motion passed unanimously with the following trustees voting “aye” Heckricksen, Samalea, Chavez, Harris, Gawlik, Ostrem, Bottomley, Rohder-Tonelli.
- **Motion to approve Substitute Librarian job description**  
Gail Gawlik moved and Diane Harris seconded to approve the Substitute Librarian job description.  
The motion passed unanimously with the following trustees voting “aye” Heckricksen, Samalea, Chavez, Harris, Gawlik, Ostrem, Bottomley, Rohder-Tonelli.

**13. Public Participation---** None.

**14. Staff Reports---**

Laura Yanchick provided some updates on our outreach, teacher giveaway and literacy packs for preschools.

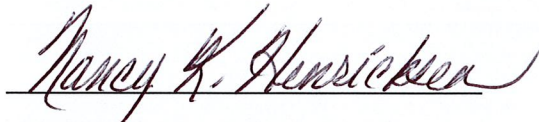
Mallory Hewlett reported on the exciting new initiatives we’re offering, such as the Fine Free plan and the Giving Tree.

**15. Announcements---** President Nancy Henricksen reminded us of all the things we have to be grateful for. Happy Thanksgiving!

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**16. Adjournment**

**MOTION:** Gail Gawlik moved and Lynn Samalea seconded to adjourn the meeting at 8:10 p.m. The motion passed unanimously with the following trustees voting "aye": Bottomely, Rohder-Tonelli, Henricksen, Samalea, Chavez, Gawlik, Harris and Ostrem.



President, Nancy Henricksen



Date