



## **MINUTES**

Board of Trustees Meeting  
150 North Ottawa St. Board Room  
October 19, 2023, 6:00PM

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

A regular meeting of the Board of Trustees of the Joliet Public Library was held on October 19, 2023. The meeting started at 6:01PM with President Gail Gawlik presiding.

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

Carla Montagano – Liburdi led the group in the Pledge of Allegiance.

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

Trustees present: Henricksen, Ostrem, Samalea, Montagano – Liburdi, Gawlik, Bottomley

Trustees absent: Harris and Markley.

Trustee Rhoder-Tonelli arrived at 6:10

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

JJC intern, Amanda Sloane was also present.

### **4. Motion to allow Nancy Henricksen to attend via telephone due to illness**

Bottomley moved and Samalea seconded the motion to allow Nancy Henricksen to attend via telephone due to illness.

### **5. Agenda Revision and Approval**

Henricksen moved and Ostrem seconded to approve the agenda as presented. The motion passed unanimously via voice vote.

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

Trustee Board Meeting Minutes – September 21, 2023

**MOTION:** Samalea moved and Ostrem seconded to approve the minutes from September 21, 2023. The motion carried unanimously via voice vote.

#### **7. Treasurers Report**

**MOTION:** Samalea moved and Henricksen seconded to accept and authorize for payment the 10/19/2023 Accounts Payable for \$85,675.63 the Checks Written since Last Board Meeting on 9/21/2023 in the amount of \$105,134.90 and the Electronic Payroll Transfers on 9/29/2023, and 10/13/2023, in the amount of \$280,706.46 for a Total Accounts Payable of \$471,516.99 The motion passed unanimously with the following Trustees voting “aye”: Rohder-Tonelli, Montagano-Liburdi, Gawlik, Ostrem, Henricksen, Samalea, Bottomley.

**MOTION:** Samalea moved and Bottomley seconded to accept and file for audit the 9/30/2023 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting “aye” Rohder-Tonelli, Montagano-Liburdi, Gawlik, Ostrem, Henricksen, Samalea, Bottomley.

#### **8. Public Participation on Action Items – None.**

#### **9. Executive Director Report – Megan Millen**

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

Our levy for 2023 was approved with a 3% increase. This month the board will vote on the allocation for our excess funds in accordance with GASB 54.

Our leadership team had their kickoff meeting with SKA+, they discussed broad areas that could become potential goals.

We received a bomb threat on September 14<sup>th</sup>, since then a suspect has been apprehended.

Requests for reduction in apprentice quota regarding our state grant have been passed on to the director of DCEO for final review and decision.

#### **10. Deputy Director Report – Jim Deiters**

A complete Report was included in the Board Packet. Following are some of the highlights of his report:

Welcome Amanda S., JJC practicum student.

An RFP for our outreach vehicle was made public on September 20, responses are due by October 27.

We wrap up a year long policy review by reviewing Safety of Minors, Security Cameras, and Social Media policies.

South Suburban and Chicago Library Legislative Breakfast will take place on Wednesday, December 6<sup>th</sup> in Alsip.

## **11. Unfinished Business – None.**

## **12. New Business –**

### **Action Items:**

#### **Motion to Cancel December Board Meeting**

Samalea moved and Ostrem seconded to approve cancelling the December Board Meeting

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

#### **Motion to Approve Policy Packet (Safety of Minors, Security Cameras, Social Media Policy)**

Bottomley moved and Samalea seconded to approve the Policy Packet

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

#### **Motion to Approve 2024 Holiday Closings**

Bottomley moved seconded by Ostrem

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

#### **Motion to Approve 2024 Board of Trustees Meeting Schedule**

Board of Trustees Meeting Minutes, October 19, 2023

Bottomley moved and Rohder-Tonelli seconded to approve the 2024 Board of Trustees Meeting Schedule.

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

### **Motion to Approve FY2023 Fund Balance**

Henricksen moved and Samalea seconded to approve FY2023 Fund Balance

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

### **DISCUSSION ITEMS:**

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

#### **14. Staff Reports –**

Adult Services Manager, Lesley, spoke about the successful yarn swap at Black Road and the return of book displays at Ottawa St.

Virtual Call Center Supervisor, Chris, has offered the open job position within their department to a candidate; we look forward to them joining the JPL team.

Josh, Digital Media Supervisor, talked about the Joliet Township High school photography field trip, along with outreach to local senior citizen fairs.

Youth Services Manager, Laura, had a successful summer of outreach and is now looking towards a season of *in reach* - getting patrons inside our buildings.

#### **15. Announcements – None**

#### **16. Adjournment**

**MOTION:** Samaela moved and Rohder-Tonellie seconded to adjourn the meeting at 6:41 PM. The motion carried unanimously via voice vote.

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Secretary,

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Date