



## **MINUTES**

Board of Trustees Meeting  
3395 Black Road Meeting Room F  
September 21, 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 September 21, 2023. The meeting started at 6:02PM with President Gail Gawlik presiding.

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

Dr. Jack Markley led the group in the Pledge of Allegiance.

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

Trustees present: Markley, Henricksen, Ostrem, Montagano- Liburdi, Gawlik, Bottomley.

Trustees absent: Samalea, Rohder-Tonelli.

Trustee Harris arrived at 6:10

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

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

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

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

Trustee Board Meeting Minutes – August 17<sup>th</sup>, 2023

**MOTION:** Ostrem moved and Bottomley seconded to approve the minutes from August 17<sup>th</sup>, 2023. The motion carried unanimously via voice vote.

## **6. Treasurers Report**

**MOTION:** Bottomley moved and Henricksen seconded to accept and authorize for payment the 9/21/2023 Accounts Payable for \$84,435.10 the Checks Written since Last Board Meeting on 8/17/2023 in the amount of \$158,632.68 and the Electronic Payroll Transfers on 8/18/2023, and 9/1/2023 and 9/15/2023, in the amount of \$424,180.81 for a Total Accounts Payable of \$667,248.59 The motion passed unanimously with the following Trustees voting “aye”: Markley, Henricksen, Ostrem, Montagano- Liburdi, Gawlik, Bottomley.

**MOTION:** Bottomley moved and Markley seconded to accept and file for audit the 9/21/2023 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting “aye Markley, Henricksen, Ostrem, Montagano- Liburdi, Gawlik, 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:

The City Council will first see the proposed Library budget on September 18<sup>th</sup>.

The State Library had a meeting with the DCEO regarding two contractors' reduction waivers, we're awaiting the results.

We're excited to be hosting our next traveling exhibit, Elements of Timeless: Frida Kahlo. The exhibit runs from September 17-October 16 at the Ottawa Street Branch in downtown Joliet. The exhibit is sponsored by Old National Bank.

Thank you to the board and staff for speaking with Sarah from SKA+. Sarah is gathering everyone's input and will be forming a committee soon.

There has been a rash of bomb threats to Illinois public libraries. None of these threats have proven credible but have been a hardship and hassle on libraries and law enforcement. Our leadership team has consulted with JPD for their input on our best course of action.

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

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

October will wrap up a busy year of policy reviews. Thank you to the staff and board for their diligence.

As discussed and planned for last year, Illinois' minimum wage increases to \$14.00 this coming January and the Library's pay scale must continue to adjust accordingly.

## **10. Unfinished Business –**

## **11. New Business –**

### **Action Items:**

#### **Policy Packet consisting of; Confidentiality of Records, Gift Donation, Payment Card Industry Information Security, Political Activities and Solicitation of Gifts, Programming Policy**

Bottomley moved and Harris seconded to approve the Policy Packet

The motion passed unanimously with the following trustees voting "aye Markley, Henricksen, Ostrem, Montagano- Liburdi, Gawlik, Bottomley and Harris.

#### **Executive Directors Revised Job Description**

Henricksen moved and Markley seconded to approve the Executive Directors Revised Job Description

The motion passed unanimously with the following trustees voting "aye Markley, Henricksen, Ostrem, Montagano- Liburdi, Gawlik, Bottomley and Harris.

### **2024 Salary Scale**

Bottomley moved and Harris seconded to approve the 2024 Salary Scale. The motion passed unanimously with the following trustees voting “aye Markley, Henricksen, Ostrem, Montagano- Liburdi, Gawlik, Bottomley and Harris.

### **Intergovernmental Agreement for Library Services with District 204 and District 84**

Harris moved and Montagano-Liburdi seconded to approve the Intergovernmental Agreement for Library Services with District 204 and District 84  
The motion passed unanimously via voice vote.

### **LIMRiCC Resolution – Administrative & Substantive**

Henricksen moved and Harris seconded to approve the LIMRiCC Resolutions. The motion passed unanimously with the following trustees voting “aye Markley, Henricksen, Ostrem, Montagano- Liburdi, Gawlik, Bottomley and Harris.

#### **DISCUSSION ITEMS:**

- **December Board Meeting**
- **Safety of Minors Policy**
- **Security Cameras Policy**
- **Social Media Policy**

### **12. Public Participation - None**

### **13. Staff Reports –**

Youth Services Manager, Laura, informed the board of her involvement with Troy schools and their current strategic planning process.  
She is thrilled at the uptick Ottawa St. has seen in school group field trips.

Digital Media Studio Manager, Josh, spoke about the current organization going on in the DMS, the success their photo club is seeing, and DMS Associate, Griff, is doing a phenomenal job 3D printing.

Adult Services Manager, Lesley is excited about JPL's newest feature, the Bird Cam!

**14. Announcements** – None

**15. Closed Session** - Pending or threatened litigation: A pending legal action against, affecting or on behalf of the Joliet Public Library or a similar legal action that is probable or imminent (5 ILCS 5/120/2(c)(11)).

**MOTION**

Nancy Henricksen moved and Diane Harris seconded to enter closed session. The motion passed unanimously with the following trustees voting "aye" Markley, Henricksen, Ostrem, Montagano- Liburdi, Gawlik, Bottomley and Harris.

The purpose of the closed session was to discuss pending or threatened litigation.

**MOTION:**

Bottomley moved and Harris seconded to return to open session at 7:00 PM. The motion passed unanimously with the following trustees voting "aye" Markley, Henricksen, Ostrem, Montagano- Liburdi, Gawlik, Bottomley and Harris.

**16. Adjournment**

**MOTION:** Trustee Henricksen moved and Trustee Markley seconded to adjourn the meeting at 7:00 PM. The motion carried unanimously via voice vote.

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Secretary,

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Date