



MINUTES

Board of Trustees Meeting
3395 Black Road Meeting Room E
September 19, 2024, 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 19, 2024. The meeting started at 6:01 PM with President Gail Gawlik presiding.

2. Pledge of Allegiance

Dana Perry led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Henricksen, Ostrem, Samalea, Montagano – Liburdi, Gawlik, Harris, Bottomley, Rohder-Tonelli.

Trustees absent: Markley

Staff members present: Megan Millen, Jim Deiters, Lesley Rose, Val Devine, Linda Ling, Yazmin Nielsen and Vanessa Padilla.

Also present was Anders Dalhgren, Library Space Planning Inc.

4. Agenda Revision and Approval

Ostrem moved and Harris 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 15th, 2024.

MOTION: Samalea moved and Rohder-Tonelli seconded to approve the minutes from August 15th, 2024. The motion carried unanimously via voice vote

6. Treasurers Report

MOTION: Samalea moved and Henricksen seconded to accept and authorize for payment the 9/19/2024 Accounts Payable for \$66,539.85 the Checks Written since Last Board Meeting on 8/15/2024 in the amount of \$151,643.64 and the Electronic Payroll Transfers on n 8/16/2024, 8/30/2024, 9/13/2024 \$451,840.36 for a Total Accounts Payable of \$ \$670,023.85 The motion passed unanimously with the following Trustees voting “aye”:,Henricksen, Ostrem, Samalea, Gawlik, Harris, Bottomley, Rohder-Tonelli, Montagano- Liburdi

MOTION: Samalea moved and Harris seconded to accept and file for audit the 8/31/2024 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting “aye”, Montagano–Liburdi, Henricksen, Ostrem, Samalea, Gawlik, Harris, Bottomley, Rohder-Tonelli

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:

Executive Director Millen met with City Manager Beth Beatty and CFO Kevin Sing in August to discuss our levy increase for 2025.

We have a preliminary meeting with the architects to continue planning for the Black Road remodel. Tonight an action item will request a contract with Engberg Anderson for the schematic design phase of the project.

Due to downtown Joliet construction currently surrounding the Ottawa St. location and the planning of future construction for Black Road, it’s been suggested to the board that we adjust our usual Board of Trustees meeting schedule to maneuver around phases of construction. The schedule will be voted on at the October board meeting.

9. Library Planning Associates Presentation – Anders Dahlgren

Anders provided the board a building program statement workbook to review and thanked the board for their support as he passes the project over to architects.

10. Deputy Director Report – Jim Deiters

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

Laura, Terri, and their Youth Services Team put the van to work two days after it arrived at the annual Joliet KidzFest.

11. Unfinished Business – None.

12. New Business –

- **ACTION ITEMS:**

2025 Salary Schedule

Bottomley moved and Rohder-Tonelli seconded to approve the 2025 Salary Schedule

The motion passed unanimously with the following Trustees voting “aye”:
Henricksen, Ostrem, Samalea, Montagano – Liburdi, Gawlik, Harris, Bottomley, Rohder-Tonelli.

PTO for Part Timers

Henricksen moved and Ostrem seconded to approve the PTO for Part Timers Policy

The motion passed unanimously with the following Trustees voting “aye”:
Henricksen, Ostrem, Samalea, Montagano – Liburdi, Gawlik, Harris, Bottomley, Rohder-Tonelli.

Closed Session Resolution

Bottomley moved and Harris seconded to approve the Closed Session Resolution

The motion passed unanimously with the following Trustees voting “aye”:
Henricksen, Ostrem, Samalea, Montagano – Liburdi, Gawlik, Harris, Bottomley, Rohder-Tonelli.

Contract with Engberg Anderson for the schematic design phase of the project, in the amount of \$50,900.00

Ostrem moved and Bottomley seconded to approve the Contract with Engberg Anderson for the schematic design phase of the project, in the amount of \$50,900.00

The motion passed unanimously with the following Trustees voting “aye”:
Henricksen, Ostrem, Samalea, Montagano – Liburdi, Gawlik, Harris, Bottomley, Rohder-Tonelli.

DISCUSSION ITEMS:

- First Read revised Trustee Bylaws
- Executive Directors Evaluation

13. Public Participation – None.

14. Staff Reports –

Linda Ling, Technical Services Manager, has been working with her staff in order to plan for coverage when Sarah goes on her maternity leave.

15. Announcements

16. Adjournment

MOTION: Harris moved and Samalea seconded to adjourn the meeting at 7:30 PM. The motion carried unanimously via voice vote.

Secretary, Elaine Bottomley

Date