



MINUTES

Board of Trustees Meeting
150 North Ottawa St. Board Room
September 18, 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 September 18, 2025. The meeting started at 6:00 PM with President Lynn Samalea presiding.

2. Pledge of Allegiance

Stephanie Saldana led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Henricksen, Ostrem, Samalea, Gulas, Gawlik, Harris, Bottomley.

Trustees absent: Markley and Rohder-Tonelli.

Staff members present: Megan Millen, Jim Deiters, Dana Perry, Keisha Mandara, Laura Yanchick, Linda Ling, Josh Phillips, Mallory Hewlett, Stephanie Saldana, Patrick Maloney, Lesley Rose, Vanessa Padilla.

Also in attendance was Kristin Richardson from Engberg Anderson

4. Agenda Revision and Approval

Henricksen moved and Harris seconded to approve the agenda.

The motion carried unanimously via voice vote

5. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – August 21, 2025.

MOTION: Gawlik moved and Ostrem seconded to approve the minutes from August 21, 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 September 18th, 2025 in the amount of \$250,752.84, Checks Written since Last Board Meeting on 8/21/2025 in the amount of \$147,012.44 and the Electronic Payroll Transfers on 8/29/2025, 9/12/2025- \$303,570.37 for a Total Accounts Payable of \$701,335.65

The motion passed unanimously with the following Trustees voting "aye":, Henricksen, Ostrem, Samalea, Gulas, Gawlik, Harris, Bottomley.

MOTION: Harris moved and Bottomley seconded to accept and file for audit the 8/31/2025 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting "aye" Henricksen, Ostrem, Samalea, Gulas, Gawlik, Harris, 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 Update

Black Road Branch construction is progressing well, with walls and structure now in place. The project remains on schedule and within budget.

9. Deputy Director Report – Jim Deiters

10. Unfinished Business – None.

11. New Business –

ACTION ITEMS-

- **Motion to Approve Bid Package 02 – Custom Furnishings to Library Furniture International for the Bid with Bond for an amount of \$47,252.00.**
Bottomley moved and Harris seconded to Approve Bid Package 02 – Custom Furnishings to Library Furniture International for the Bid with Bond for an amount of \$47,252.00.
The motion passed unanimously with the following trustees voting “aye”
Henricksen, Ostrem, Samalea, Gulas, Gawlik, Harris, Bottomley
 - **Motion to Approve Proposal Package 04 – Library Furnishings 4 to Library Furniture International for the Proposal with Bond for an amount of \$70,242.00.**
Henricksen moved and Gulas seconded to Approve Proposal Package 04 – Library Furnishings 4 to Library Furniture International for the Proposal with Bond for an amount of \$70,242.00.
The motion passed unanimously with the following trustees voting “aye”
Henricksen, Ostrem, Samalea, Gulas, Gawlik, Harris, Bottomley
 - **Motion to Approve Proposal Package 05 – Service Desks to Demco for the Proposal with Bond for an amount of \$141,405.04.**
Gawlik moved and Harris seconded to Approve Proposal Package 05 – Service Desks to Demco for the Proposal with Bond for an amount of \$141,405.04.
The motion passed unanimously with the following trustees voting “aye”
Henricksen, Ostrem, Samalea, Gulas, Gawlik, Harris, Bottomley
- Motion to Approve Proposal Package 06 – Systems Furnishing to Continua Interiors for the Proposal with Bond for an amount of \$95,494.37.**
Henricksen moved and Harris seconded to Approve Proposal Package 06 – Systems Furnishing to Continua Interiors for the Proposal with Bond for an amount of \$95,494.37.
The motion passed unanimously with the following trustees voting “aye”
Henricksen, Ostrem, Samalea, Gulas, Gawlik, Harris, Bottomley

12. Public Participation - None.

13. Staff Reports –

A full report from department managers was included in the Board Packet. Several staff members attended the meeting to share highlights and positive experiences from their work at the library.

14. Announcements

Next month the board will receive the evaluation forms for the Executive Director review

We will hold a special board meeting on Thursday, October 2nd to vote on additional furniture bids for Project Black Road.

15. Adjournment

MOTION: Bottomley moved and Harris seconded to adjourn the meeting at 7:04PM. The motion carried unanimously via voice vote.

Secretary, Kelly Rohder-Tonelli

Date