

## **MINUTES**

Board of Trustees Meeting  
3395 Black Road Meeting Room E  
August 15 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 August 15, 2024. The meeting started at 6:01 PM with President Gail Gawlik presiding.

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

Kelly Rohder-Tonelli led the group in the Pledge of Allegiance.

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

Trustees present: Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Bottomley, Rohder-Tonelli

Trustees absent: Montagano-Liburdi

Staff members present: Megan Millen, Jim Deiters, Laura Yanchick, Dennis Broz, Josh Phillips, Joe Masters and Dana Perry.

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

Henricksen moved and Ostrem seconded to approve the agenda with the revision of adding two discussion items – First look at 2025 Pay Scale and First Read of the Improved PTO for part timers.

The motion passed unanimously via voice vote.

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

Trustee Board Meeting Minutes – June 20<sup>th</sup>, 2024.

**MOTION:** Bottomley moved and Harris seconded to approve the minutes from June 20, 2024. The motion carried unanimously via voice vote

## 6. Treasurers Report

**MOTION:** Samalea moved and Harris seconded to accept and authorize for payment the 7/18/2024 Accounts Payable for **\$222,998.63, the 8/15/2024 Accounts Payable for \$ 233,341.56** the Checks Written since Last Board Meeting on 6/20/2024 in the amount of **\$257,563.69** and the Electronic Payroll Transfers on 6/21/2024, 7/5/2024, 7/19/2024, 8/2/2024 in the amount of **\$599,289.86** for a Total Accounts Payable of \$1,313,193.74 The motion passed unanimously with the following Trustees voting “aye”: Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Bottomley, Rohder-Tonelli

**MOTION:** Samalea moved and Henricksen seconded to accept and file for audit the 6/30/2024 & 7/31/2024 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting “aye” Markley, 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:

We are thrilled to introduce our JPL on the Go Van. It was recently show cased at CCP’s Kidzfest and received a lot of positive feedback. We continue to look for a permanent parking space for it.

An action item tonight calls for approval on a replacement utility van to transport materials between branches. Due to supply chain issues, we have had no luck securing a new vehicle, so we have shifted to purchasing a certified pre-owned van.

Project Black Road continues to move forward tonight. An action item requests to approve engagement with our previous architects, Engberg Anderson. In order to meet our deadline we will need to go to bid by January 2025.

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

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

The summer interns are wrapping up their time here at JPL. We are thankful to provide these opportunities to our youth.

We are excited to add education reimbursement to our list of benefits we offer to our employees.

This fall's Community Leadership School will focus on Building Effective Teams.

## **10. Unfinished Business – None.**

## **11. New Business –**

- **ACTION ITEMS:**

### **Education Reimbursement Addition to the Employee Handbook**

Samalea moved and Markley seconded to approve Education Reimbursement Addition to the Employee Handbook.

The motion passed unanimously with the following Trustees voting "aye":  
Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Bottomley, Rhoder-Tonelli

### **The purchase of (1) certified 2021 Ford Transit 250 w/trade in 2010 Chevy Express Cargo 1500 in the amount of \$35,526.03**

Rhoder-Tonelli moved and Harris seconded to approve the purchase of (1) certified 2021 Ford Transit 250 w/trade in 2010 Chevy Express Cargo 1500 in the amount of \$35,526.03

The motion passed unanimously with the following Trustees voting "aye":  
Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Bottomley, Rhoder-Tonelli

**Motion to approve engagement with Engberg Anderson Architects for Project Black Road**

Henricksen moved and Ostrem seconded to approve engagement with Engberg Anderson Architects for Project Black Road

The motion passed unanimously with the following Trustees voting "aye": Markley, Henricksen, Ostrem, Samalea, Gawlik, Harris, Bottomley, Rohder-Tonelli

**DISCUSSION ITEMS:**

- First Read of the 2025 Pay Scale
- First Read of the Improved PTO for Part Timers.

**12. Public Participation – None.**

**13. Staff Reports –**

Adult Services Assistant Manager, Dennis, spoke about the growing Gen Lit Book Club at Black Road and the success of the craft library.

Building Services Manager, Joe, thanked the board for approving the purchase of the new fleet vehicle.

Digital Media Studio Manager, Josh, recapped Star Wars Day and said farewell to the DMS Summer Intern.


Youth Services Manager, Laura, is wrapping up another successful Summer Reading Program. She thanked the 53 community donors who contributed to their success.

**14. Announcements**

**15. Adjournment**

**MOTION:** Harris moved and Bottomley seconded to adjourn the meeting at 7:22 PM. The motion carried unanimously via voice vote.

  
Secretary, Elaine Bottomley

  
Date