

MINUTES

Board of Trustees Meeting
150 North Ottawa Street, Board Room
February 16, 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 February 16, 2023. The meeting started at 6:04PM with President Lynn Samalea presiding.

2. Pledge of Allegiance

Val Devine, Special Projects Coordinator, led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Bottomley, Chavez, Gawlik, Harris, Henricksen, and Samalea.

Trustees absent: Markley, Ostrem, and Rohder-Tonelli.

Staff members present: Megan Millen, Jim Deiters, Laura Yanchick, Josh Phillips, Val Devine, and Mallory Hewlett.

Guests present: Ashley, student at Joliet Junior College, and Tony, student at Lewis University.

Motion to allow Trustee Chavez to attend via telephone

Trustee Gawlik moved and Trustee Henricksen seconded to allow Trustee Chavez to attend via telephone, due to illness. The motion carried unanimously via voice vote.

4. Agenda Revision and Approval

Trustee Bottomley moved and Trustee Harris seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

5. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – January 26, 2023

MOTION: Trustee Bottomley moved and Trustee Chavez seconded to approve the minutes from January 26, 2023. The motion carried unanimously via voice vote.

6. Treasurers Report

MOTION: Treasurer Bottomley moved and Trustee Henricksen seconded to accept and authorize for payment the 2/16/2023 Accounts Payable for \$102,066.80, the Checks Written since Last Board Meeting on 1/19/2023 in the amount of \$767,659.28 and the Electronic Payroll Transfers on 1/20/2023, and 2/03/2023, in the amount of \$265,008.89 for a Total Accounts Payable of \$1,134,734.97. The motion passed unanimously with the following Trustees voting “aye”: Bottomley, Chavez, Gawlik, Harris, Henricksen, and Samalea.

MOTION: Treasurer Bottomley moved and Trustee Harris seconded to accept and file for audit the 2/16/2023 Balance Sheet, the Report of Accounts, and Cash Drawers. The motion passed unanimously with the following trustees voting “aye”: Bottomley, Chavez, Gawlik, Harris, Henricksen, and Samalea.

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 updated Trustees on the pending State Grant. New documents were signed and delivered and the process is slowly moving forward. She explained a recent first amendment audit presentation made possible by RAILS and the importance of updating the Library’s Photographing & Filming Policy. An overview document was included in the Board Packet. Informing staff members and providing reference materials is key to success in properly handling any future encounters.

9. Deputy Director Report – Jim Deiters

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

Deiters highlighted the continuing education program, Directors University 2.0, that will take place in Springfield this April. He introduced Ashley, the LTA Practicum student. The ILA Advocacy Committee typically hosts legislative meet-ups this time of year, but they are directing library boards and administrators to go a different route by meeting locally with government representatives. Deiters pointed-out the improved year-over-year statistics in circulation and door counts, and he also mentioned the tracking of study room usage.

Trustee Harris inquired about the changes to ILA Advocacy's Legislative Meet-Ups. The Advocacy Committee is promoting talking with local legislators in their district locations and at their home libraries. She also asked about attending the two upcoming webinars. Deiters will find and share the information about the webinars. Millen and Deiters will work on a local legislative plan.

10. Unfinished Business – None.

11. New Business –

The staff and Board will review a small group of policies every month. After a first reading and a second review, Trustees will approve each of the updated policies.

ACTION ITEMS:

- Capital Assets Policy
- Circulation Policy
- Collection Development Policy
- Photographing & Filming Policy

Trustee Bottomley inquired about consulting the Library's attorney when updating policies. Executive Director Millen assured her that policies in need of attorney review will be presented to legal for consideration. After discussion and a few minor changes, Trustee Henricksen moved and Trustee Gawlik seconded for approval of the revised policies. The motion passed unanimously with the following trustees voting "aye": Bottomley, Chavez, Gawlik, Harris, Henricksen, and Samalea.

- Amend the 2023 Holiday Calendar

Trustee Harris motioned and Trustee Bottomley seconded to amend the 2023 Holiday Calendar so the Library will be closed all-day on Sunday, January 31 (New Year's Eve). The motion passed unanimously with the following trustees voting "aye": Bottomley, Chavez, Gawlik, Harris, Henricksen, and Samalea.

DISCUSSION ITEMS:

- Communication System & Staff Email Policy
- Computer & Internet Use Policy
- Digital Media Studio Policy
- Display Policy

Deputy Director Deiters presented the four policies up for an initial reading at the Meeting and then up for approval at the March Meeting. This in-depth, year-long review of public policies has been fruitful as a number of updates have been made and a number of unnecessary policies have been moved or removed.

12. Public Participation - None

13. Staff Reports –

Laura Yanchick, Youth Services Manager, outlined plans for summer reading and the coming “Renaissance Fair” complete with costumes and dragons. She also mentioned a hula party, a spray foam party, and Joliet’s KidzFest.

Josh Phillips, Digital Media Studio Manager, praised the work of new staff member Griffin and he shared the accomplishments of a DMS regular whose voice will be featured in an upcoming Burger King commercial.

Val Devine, Special Project Coordinator, described collaboration with the City as New Orleans North (Friday night) will transition into Star Wars Day (Saturday morning). Her big announcement was that the Library was chosen to host the ExoPlanet traveling exhibit late in 2024.


Mallory Hewlett, Communications Manager, outlined the soon-to-be Library Road Trip in conjunction with 18 other public libraries. She also explained that the Library’s website will be moved over to a new platform and that the initial meeting with staff members was positive and productive with a same vision by all.

14. Announcements –

Executive Director Millen reminded Trustees and Managers about the Will County Statements of Economic Interest. There was a short discussion about a few of the requirements. Millen provided a written summary and asked Trustees to reach-out if they had further questions.

15. Adjournment

MOTION: Trustee Gawlik moved and Trustee Harris seconded to adjourn the meeting at 7:01PM. The motion carried unanimously via voice vote.


Secretary, Gail Gawlik

March 16, 2023
Date