



MINUTES

Board of Trustees Meeting
150 North Ottawa Street, Board Room
March 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 March 16, 2023. The meeting started at 6:00PM with President Lynn Samalea presiding.

2. Pledge of Allegiance

Nancy Henricksen, led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Bottomley, Rohder-Tonelli, Harris, Chavez, Samalea, Ostrem, Henricksen.

Trustees absent: Gail Gawlik

Dr. Jack Markley arrived at 6:16 PM

Staff members present: Megan Millen, Jim Deiters, Josh Phillips, Val Devine, Stephanie Saldana, Dennis Broz and Dana Perry.

Motion to allow Trustee Chavez to attend via telephone

Trustee Harris 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 Rhoder-Tonelli seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

5. Minutes Review, Revision, and Approval

Trustee Board Meeting Minutes – February 16, 2023

MOTION: Trustee Harris moved and Trustee Bottomley seconded to approve the minutes from February 16, 2023. The motion carried unanimously via voice vote.

6. Treasurers Report

MOTION: Treasurer Bottomley moved and Trustee Harris seconded to accept and authorize for payment the 3/16/2023 Accounts Payable for \$94,319.47, the Checks Written since Last Board Meeting on 2/16/2023 in the amount of \$90,226.92 and the Electronic Payroll Transfers on 2/17/2023, and 3/03/2023, in the amount of \$267,334.59 for a Total Accounts Payable of \$451,880.98. The motion passed unanimously with the following Trustees voting “aye”: Rhoder-Tonelli, Chavez, Harris, Ostrem, Henricksen, Samalea, Bottomley

MOTION: Treasurer Bottomley moved and Trustee Henricksen seconded to accept and file for audit the 3/16/2023 Balance Sheet, the Report of Accounts, and Cash Drawers. The motion passed unanimously with the following trustees voting “aye”: Rhoder-Tonelli, Chavez, Harris, Ostrem, Henricksen, Samalea, 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:

Executive Director Millen updated the board on the status of the State Grant.

Our annual April In-Service happens to fall on Good Friday this year, we are asking the Board to move this date to April 21st.

Millen is pleased to announce she is serving on the Joliet Arts Commission.

9. Deputy Director Report – Jim Deiters

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

Deputy Deiters reported on the early success of the Ottawa St. study rooms. Study rooms at Ottawa St. were utilized 224 times last month.

CPR training took place at both branches last month, over 50 staff members attended.

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:

- Computer & Internet Use Policy
- Digital Media Studio Policy
- Display Policy

Trustee Ostrem moved and Trustee Rhoder-Tonelli seconded for approval of the revised policies. The motion passed unanimously with the following trustees voting “aye”: Rhoder-Tonelli, Chavez, Harris, Ostrem, Henricksen, Samalea, Bottomley, Markley

- Reschedule In-Service Day from Friday, April 7, to Friday, April 21

Trustee Henricksen motioned and Trustee Ostrem seconded Reschedule In-Service Day from Friday, April 7, to Friday, April 21. The motion passed unanimously with the following trustees voting “aye”: Rhoder-Tonelli, Chavez, Harris, Ostrem, Henricksen, Samalea, Bottomley, Markley

DISCUSSION ITEMS:

- Examination Proctoring Policy
- Fee Schedule Policy
- Study Room Policy

Deputy Director Deiters presented the five policies up for an initial reading at the Meeting and then up for approval at the April 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 –

Adult Services Assistant Manager, Stephanie talked about some of their recent new hires and the success with adult technology classes.

Digital Media Manager, Josh informed trustees about the uptick in appointments in the DMS

14. Announcements –

None

15. Adjournment

MOTION: Trustee Markley moved and Trustee Rohder-Tonelli seconded to adjourn the meeting at 6:42PM. The motion carried unanimously via voice vote.

Gail Gawlik
Secretary, Gail Gawlik

April 20, 2023
Date