



JOLIET PUBLIC LIBRARY
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Committee of the Whole Meeting Minutes
Black Road Branch – Meeting Room F
August 26, 2016 – 1:00 p.m.

1. Convene and Call to Order

The meeting was called to order at 1:03 pm by Board President Lynn Poper Samalea.

2. Roll Call

Trustees present: Lynn Samalea, Essie Chavez, Nancy Henricksen, Emmie Ostrem, and Carol Boban.

Trustees absent: Jack Markley, Gail Gawlik, and Diane Harris

Staff members present: Helene Marzec, Laura Yanchick, Dena Panos, and Deb Fowler

3. Agenda Revision and Approval

MOTION: Emmie Ostrem moved and Nancy Henricksen seconded to approve the agenda as written. The motion passed unanimously with the following Trustees voting “aye:” Chavez, Henricksen, Ostrem, Boban, and Samalea.

4. New Business

ACTION ITEMS:

a) Approval to renew annual health insurance coverage effective October 1, 2016 with Blue Cross Blue Shield and Guardian Insurance Company through Kamm Insurance Group

Interim Co-Director Marzec provided a brief summary of the health insurance process and fielded questions from the Trustees.

MOTION: Nancy Henricksen moved and Essie Chavez seconded to approve the renewal of annual health insurance coverage effective October 1, 2016 with Blue Cross Blue Shield and Guardian Insurance Company through Kamm Insurance Group. The motion passed unanimously with the following Trustees voting “aye:” Chavez, Henricksen, Ostrem, Boban, and Samalea.

b) Approval to continue payment of health insurance premiums for eligible employees of the library as part of the 2016/2017 health insurance renewal.

MOTION: Emmie Ostrem moved and Essie Chavez seconded to approve the continued payment of health insurance premiums for eligible employees of the library as part of the 2016/2017 health insurance renewal. The motion passed unanimously with the following Trustees voting “aye:” Henricksen, Ostrem, Boban, Samalea, and Chavez.

c) Approval of Finance Manager job description

MOTION: Nancy Henricksen moved and Emmie Ostrem seconded to approve the Finance Manager job description with the following amendment to the sixth bullet point in the Additional Responsibilities section on page two:

- Evaluates and advises on the impact of long range planning, new positions, introduction of new programs/strategies and regulatory action.

The motion passed unanimously with the following trustees voting "aye:" Ostrem, Boban, Samalea, Chavez, and Henricksen.

DISCUSSION ITEM:

The schedule for Executive Director candidate interviews was discussed.

Carol Boban left at 2:18 pm.

5. Public Participation

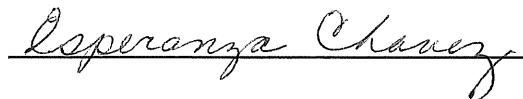
There was no public comment.

6. Closed Session - Adjourn to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific Library employees (5 ILCS 120/2(c)(1))

There was no Closed Session.

7. Adjournment

MOTION: Emmie Ostrem moved and Essie Chavez seconded to adjourn at 2:27 pm. The motion passed unanimously with the following trustees voting "aye:" Henricksen, Ostrem, Samalea, and Chavez.

A handwritten signature in cursive script that reads "Esperanza Chavez". The signature is written in black ink and is positioned above a horizontal line.