



JOLIET PUBLIC LIBRARY
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MINUTES

Board of Trustees

Meeting Date: February 18, 2016

7:00 p.m. ~ Main Library – Meeting Room B

1. Convene and Call to Order

A regular meeting of the Board of Trustees, Joliet Public Library, was held at the Joliet Public Library, Main Library, Joliet, Illinois on February 18, 2016. The meeting convened at 7:03 pm. President Lynn Poper Samalea presiding and Secretary Essie Chavez present.

2. Pledge of Allegiance

Essie Chavez led the group in the Pledge of Allegiance.

After the Pledge of Allegiance, a moment of silence was observed in memory of Charles “Chuck” Medows, father of Executive Director, Kevin Medows, who passed away recently.

3. Roll Call of Trustees

Present were Lynn Poper Samalea, Jack Markley, Essie Chavez, Nancy Henricksen, Emmie Ostrem, Carol Boban, and Gail Gawlik.

Trustee Kim Neidermyer was absent.

Staff members attending were Pam Dubé, Keith Folk (7:48 pm), Helene Marzec, Laura Yanchick, Denise Zielinski, and Deb Fowler.

Others in attendance were patrons Christopher Pedersen and Stephanie Byrd. Ms. Byrd indicated she was attending as an observer.

4. Agenda Revision and Approval

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

5. Approval of Minutes

MOTION: Jack Markley moved and Emmie Ostrem seconded to accept the minutes of the January 21, 2016 regular Board Meeting. The motion passed unanimously with the following Trustees voting “aye:” Chavez, Henricksen, Ostrem, Boban, Gawlik, Poper Samalea, and Markley.

6. Treasurer’s Report

MOTION: Nancy Henricksen moved and Jack Markley seconded to accept and authorize for payment the 2/18/16 Accounts Payable for \$62,950.32, the Checks Written Since Last

Report on January 21, 2016 in the amount of \$161,470.68, and the Summary of Electronic Payroll Transfers for 1/29/16 and 2/12/16 in the amount of \$230,959.86 for a total of \$455,380.86. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Ostrem, Boban, Gawlik, Poper Samalea, Markley, and Chavez.

MOTION: Nancy Henricksen moved and Carol Boban seconded to accept and file for audit the 1/31/16 Balance Sheet (unaudited), the January Report of Accounts Cash Drawers and Petty Cash. The motion passed unanimously with the following Trustees voting "aye:" Ostrem, Boban, Gawlik, Poper Samalea, Markley, Chavez, and Henricksen.

7. Public Participation (Regarding the current agenda's ACTION ITEMS)

There was no public participation at this point in the meeting.

8. Executive Director's Report – Kevin Medows

Executive Director Medows was absent, therefore, Deputy Director Dubé provided a brief summary of the Executive Director's Report and the action item. She also fielded questions from the Trustees. Here are a couple of highlights from his report.

A Strategic Planning Workshop is scheduled for Friday, April 1st for Library Administration, Trustees and Managers. The schedule and a tentative agenda will be forth coming.

An update was provided on the Video Surveillance Camera Project and Chief Operations Officer Helene Marzec reported that the project is almost complete. There are 33 surveillance cameras installed at the Ottawa Street building and 13 cameras installed at the Black Road Branch.

ACTION ITEMS:

Approval of Web Programmer Job Description

Deputy Director Dubé provided an explanation for the need of a Web Programmer and the responsibilities included in this position. She also answered questions from the Trustees. Community Engagement Officer Denise Zielinski also provided input and assisted with answering questions about the position.

MOTION: Emmie Ostrem moved and Essie Chavez seconded to approve the Web Programmer Job Description. The motion passed with the following Trustees voting "aye:" Gawlik, Poper Samalea, Markley, Chavez, Henricksen, and Ostrem. Trustee Boban voted "no."

9. Deputy Director's Report – Pam Dubé

A complete report was included in the Board packet. Here is a highlight from her report.

The soundproof booth arrived for the Digital Media Studio (DMS). Deputy Director Dubé and Helene Marzec provided an update regarding the plans for the DMS.

10. Committee Reports

- a) **Executive** – No report
- b) **Buildings and Grounds** – No report

- c) **Finance** – No report
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report

11. Unfinished Business – None

12. New Business – None

13. Public Participation (Regarding New Business or other topics) – Christopher Pedersen, a patron of the Library, addressed the topics of patron headphone use, the Library parking lot downtown, and the courthouse.

14. Staff Reports – Included in the Board packet.

15. Announcements – None

16. Closed Session - Adjourn to discuss minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)(21)) and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific Library employees (5 ILCS 120/2(c)(1))

MOTION: Emmie Ostrem moved and Nancy Henricksen seconded to go into Closed Session at 8:00 pm. The motion passed unanimously with the following Trustees voting "aye:" Chavez, Henricksen, Ostrem, Boban, Gawlik, Poper Samalea, and Markley.

MOTION: Jack Markley moved and Emmie Ostrem seconded to go back into Open Session at 8:05 pm. The motion passed unanimously with the following Trustees voting "aye:" Ostrem, Boban, Gawlik, Poper Samalea, Markley, Chavez, and Henricksen.

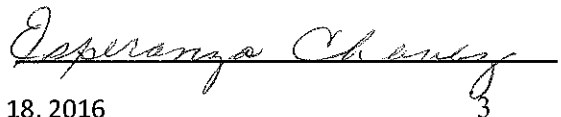
ACTION ITEM:

Approval of closed meeting minutes and decision on whether to keep minutes confidential or open for public viewing.

MOTION: Jack Markley moved and Emmie Ostrem seconded to approve and keep the closed meeting minutes confidential. The motion passed with the following Trustees voting "aye:" Boban, Gawlik, Poper Samalea, Markley, Chavez, Henricksen, and Ostrem.

17. Adjournment

MOTION: Nancy Henricksen moved and Essie Chavez seconded to adjourn at 8:12 pm. The motion passed unanimously with the following Trustees voting "aye:" Gawlik, Poper Samalea, Markley, Chavez, Henricksen, Ostrem, and Boban.


Esperanza Chavez