



**JOLIET PUBLIC LIBRARY**  
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**MINUTES**

Board of Trustees

Meeting Date: March 17, 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 March 17, 2016. The meeting convened at 7:00 pm. President Lynn Poper Samalea presiding and Secretary Essie Chavez present.

**2. Pledge of Allegiance**

Laura Yanchick led the group in the Pledge of Allegiance.

**3. Roll Call of Trustees**

Trustees present: Lynn Poper Samalea, Jack Markley, Essie Chavez, Nancy Henricksen, and Emmie Ostrem.

Trustees absent: Carol Boban, Gail Gawlik, and Kim Neidermyer.

Staff members attending were Kevin Medows, Pam Dubé, Helene Marzec, Laura Yanchick, and Deb Fowler.

**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, and Poper Samalea.

**5. Approval of Minutes**

**MOTION:** Emmie Ostrem moved and Jack Markley seconded to accept the minutes of the February 18, 2016 regular Board Meeting. The motion passed unanimously with the following Trustees voting "aye:" Chavez, Henricksen, Ostrem, Poper Samalea, and Markley.

**6. Treasurer's Report**

**MOTION:** Nancy Henricksen moved and Essie Chavez seconded to accept and authorize for payment the 3/17/16 Accounts Payable for \$75,386.32, the Checks Written Since Last Report on February 18, 2016 in the amount of \$222,276.58, and the Summary of Electronic Payroll Transfers for 2/26/16 and 3/11/16 in the amount of \$232,899.43 for a total of \$530,562.33. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Ostrem, Poper Samalea, Markley, and Chavez.

**MOTION:** Nancy Henricksen moved and Essie Chavez seconded to accept and file for audit the 2/29/16 Balance Sheet, the February Report of Accounts Cash Drawers and Petty Cash.

The motion passed unanimously with the following Trustees voting "aye:" Ostrem, 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**

A complete report was included in the Board packet. Following are highlights from his report.

Executive Director Medows reported on a letter that will be sent to Mayor O'Dekirk regarding the terms for Library Trustees.

**ACTION ITEMS:**

**Approval for Network Firewall Replacement**

Executive Director Medows and Chief Operations Officer Helene Marzec reported on the need to replace the existing network firewall at both library buildings due to the current hardware/software being in limited retirement mode.

**MOTION:** Jack Markley moved and Emmie Ostrem seconded to approve the firewall purchase along with a 3 year support and service contract from Computer View Inc. in the amount of \$14,580 for the Ottawa Street building and \$8,930 for the Black Road Branch with a 50% down payment. The motion passed with the following Trustees voting "aye:" Poper Samalea, Markley, Chavez, Henricksen, and Ostrem.

**9. Deputy Director's Report – Pam Dubé**

A complete report was included in the Board packet. Following are highlights from her report.

Deputy Director Dubé reported that the soundproof booth has been installed in the Digital Media Studio (DMS). The moving of other DMS equipment and staff to the new location in the lower level of the Ottawa Street building took place on February 23<sup>rd</sup>. The efficient coordination of efforts between maintenance and DMS staff should be commended since there was only one day of service disruption during this whole process.

A Leap Year Day promotion also occurred in the Digital Media Studio during February. One fortunate patron won a day in the DMS and was able to utilize the equipment and services of staff to explore whatever project they were interested in. There were a total of 24 entries.

The Library had a booth at the Kids' Fair which was held at the Troy Middle School. This fair was a partnership between Senator Jennifer Bertino-Tarrant and local community organizations. Library staff worked the Trivia Challenge Wheel and awarded prizes.

**10. Committee Reports**

- a) **Executive** – No report
- b) **Buildings and Grounds** – No report, however, Chief Operations Officer Helene Marzec provided an update on the chiller situation at the Ottawa Street building.
- 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)**

There was no public participation.

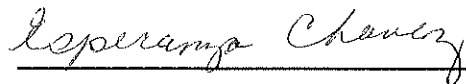
**14. Staff Reports** – Included in the Board packet.

**15. Announcements** – Executive Director Medows invited the Trustees to attend the 2016 LACONI Trustee Banquet that will take place on Friday, May 13, 2016 from 6:00 to 9:00 pm at Alta Villa Banquets located at in Addison, IL.

**16. 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.

**17. Adjournment**

**MOTION:** Jack Markley moved and Emmie Ostrem seconded to adjourn at 7:58 pm. The motion passed unanimously with the following Trustees voting "aye:" Poper Samalea, Markley, Chavez, Henricksen, and Ostrem.

  
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