



JOLIET PUBLIC LIBRARY
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MINUTES

Board of Trustees

Meeting Date: April 21, 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 April 21, 2016. The meeting convened at 7:00 pm. Vice President Jack Markley presiding and Secretary Essie Chavez present.

2. Pledge of Allegiance

Pam Dubé led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Jack Markley, Essie Chavez, Nancy Henricksen, Emmie Ostrem, Carol Boban, Kim Neidermyer, and Gail Gawlik.

Trustees absent: Lynn Poper Samalea

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

Christopher Pederson, a patron of the library, was also in attendance.

4. Agenda Revision and Approval

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

5. FY2015 Audit Review – Representative from Brian Zabel & Associates

Joe Martin from Brian Zabel & Associates, P.C., Certified Public Accountants, gave a brief overview of the FY2015 Joliet Public Library audit. He reported that the financial statements were presented fairly and the staff was helpful in supplying the necessary information to complete the audit.

6. Approval of Minutes

MOTION: Emmie Ostrem moved and Essie Chavez seconded to accept the minutes of the March 17, 2016 regular Board Meeting. The motion passed unanimously with the following Trustees voting “aye:” Chavez, Henricksen, Ostrem, Boban, Neidermyer, Gawlik, and Markley.

MOTION: Carol Boban moved and Kim Neidermyer seconded to accept the minutes of the April 1, 2016 Committee of the Whole Meeting. The motion passed unanimously with the

following Trustees voting "aye:" Henricksen, Ostrem, Boban, Neidermyer, Gawlik, Markley, and Chavez.

7. Treasurer's Report

MOTION: Nancy Henricksen moved and Kim Neidermyer seconded to accept and authorize for payment the 4/21/16 Accounts Payable for \$49,644.85, the Checks Written Since Last Report on March 17, 2016 in the amount of \$143,956.76, and the Summary of Electronic Payroll Transfers for 3/24/16 and 4/8/16 in the amount of \$228,983.64 for a total of \$422,585.25. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Ostrem, Boban, Neidermyer, Gawlik, Markley, and Chavez.

MOTION: Nancy Henricksen moved and Kim Neidermyer seconded to accept and file for audit the 3/31/16 Balance Sheet, the March Report of Accounts Cash Drawers and Petty Cash. The motion passed unanimously with the following Trustees voting "aye:" Ostrem, Boban, Neidermyer, Gawlik, Markley, Chavez, and Henricksen.

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

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

9. Executive Director's Report – Kevin Medows

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

Executive Director Medows reflected on the April 1st Strategic Planning Workshop and is looking forward to moving ahead.

Our new video camera surveillance system is working well. Staff members are effectively using the system and consideration is being given to improving camera position as well as adding a couple of cameras. Approval of the Security System Policy may be on the agenda for the May 19th Board Meeting.

The Joliet Public Library hosted the Administrators' Luncheon on Wednesday, April 20th. City Manager, Jim Hock provided an update on the fiber optic project going on in the downtown area.

Executive Director Medows acknowledged, praised, and thanked Deputy Director Pam Dubé for her years of service at the Joliet Public Library. Pam is resigning from the Library effective April 26th to accept a position as Director at the Woodridge Public Library. The Trustees wished her well in her new position and thanked her for her service.

Board Trustee Kim Neidermyer announced that she was resigning from the Board effective May 7th due to an upcoming residential move outside the Joliet city boundaries. The Board wished Trustee Neidermyer well and thanked her for her service on the Joliet Public Library Board of Trustees.

ACTION ITEMS:

Approval to send letter to Mayor O'Dekirk regarding Library Trustee terms

MOTION: Nancy Henricksen moved and Essie Chavez seconded to approve a letter addressed to Mayor O'Dekirk pertaining to Library Trustee terms. The motion passed with the following Trustees voting "aye:" Boban, Neidermyer, Gawlik, Markley, Chavez, Henricksen, and Ostrem.

10. 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 on the addition of a quiet study area at the Black Road Branch. The area is located towards the back of the building where there are many tables and carrels already. There has been positive feedback from the public who are appreciative of this quiet area. Recognition went to Candy Van Tine, who initiated this area and did most of the work, and to Maggie Sillar for signage.

Drop Everything and Read Day occurred on April 12th. This event was led by Laura Yanchick, Manager Branch Youth Services. Many events took place in both buildings in the youth and adult services departments to encourage children and adults to read.

As a wrap up to her final Board Report, Deputy Director Dubé reflected on her time here at the Joliet Public Library. She complimented the staff and community. The knowledge and experience she gained while working at JPL will serve her well in her new position as Director of the Woodridge Public Library. The Board thanked Pam for her service and wished her well.

11. 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

12. Unfinished Business – None

13. New Business – The Board committee structures need to be reviewed and updated.

14. Public Participation (Regarding New Business or other topics)

Christopher Pederson addressed the Board regarding the Chicago Street redesign.

15. Staff Reports – Included in the Board packet.

16. Announcements – None

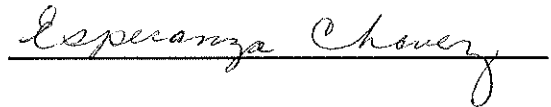
17. Closed Session - Adjourn to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific Library employees (5 ILCS 120/2(c)(1))

MOTION: Nancy Henricksen moved and Gail Gawlik seconded to go into Closed Session at 7:35 pm to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific Library employees (5 ILCS 120/2(c)(1)). The motion passed unanimously with the following Trustees voting "aye:" Chavez, Henricksen, Ostrem, Boban, Neidermyer, Gawlik, and Markley.

MOTION: Emmie Ostrem moved and Nancy Henricksen seconded to go back into Open Session at 8:31 pm. The motion passed unanimously with the following Trustees voting "aye:" Ostrem, Boban, Neidermyer, Gawlik, Markley, Chavez, and Henricksen.

18. Adjournment

MOTION: Essie Chavez moved and Kim Neidermyer seconded to adjourn at 8:33 pm. The motion passed unanimously with the following Trustees voting "aye:" Boban, Neidermyer, Gawlik, Markley, Chavez, Henricksen, and Ostrem.

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