



**JOLIET PUBLIC LIBRARY**  
CONNECTING YOU TO THE WORLD

**MINUTES**

Board of Trustees

Meeting Date: June 16, 2016

7:00 p.m. ~ Black Road Branch – Meeting Rooms E & F

**1. Convene and Call to Order**

A regular meeting of the Board of Trustees, Joliet Public Library, was held at the Joliet Public Library, 3395 Black Road, Joliet, Illinois on June 16, 2016. The meeting convened at 7:00 pm. President Lynn Poper Samalea presiding and Secretary Essie Chavez present.

**2. Pledge of Allegiance**

Gail Gawlik led the group in the Pledge of Allegiance.

**3. Roll Call of Trustees**

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

Trustees absent: None

Staff members attending were Helene Marzec, Laura Yanchick, Denise Zielinski, Keith Folk (7:08 pm) and Deb Fowler.

Joliet Public Library Intern Susan Ford was also in attendance to observe.

**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 Samalea.

**5. Proclamations for Kevin Medows and Kim Neidermyer**

President Samalea read proclamations honoring the service of Kevin Medows, former Executive Director and Kim Neidermyer, former Joliet Public Library Trustee.

**6. Approval of Minutes**

**MOTION:** Gail Gawlik moved and Nancy Henricksen seconded to accept the minutes of the May 19, 2016 regular Board Meeting. The motion passed with the following Trustees voting “aye:” Chavez, Henricksen, Ostrem, Boban, Gawlik, and Samalea. Trustee Markley abstained from voting.

**7. Treasurer’s Report**

**MOTION:** Nancy Henricksen moved and Jack Markley seconded to accept and authorize for payment the 6/16/16 Accounts Payable for \$85,242.50, the Checks Written Since Last

Report on May 19, 2016 in the amount of \$150,966.79, and the Summary of Electronic Payroll Transfers for 5/20/16 and 6/3/16 in the amount of \$230,883.47 for a total of \$467,092.76. The motion passed unanimously with the following Trustees voting “aye:” Henricksen, Ostrem, Boban, Gawlik, Samalea, Markley, and Chavez.

**MOTION:** Nancy Henricksen moved and Carol Boban seconded to accept and file for audit the 5/31/16 Balance Sheet, the May Report of Accounts Cash Drawers and Petty Cash, and the Tax Distribution Report. The motion passed unanimously with the following Trustees voting “aye:” Ostrem, Boban, Gawlik, Samalea, 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. Interim Co-Directors’ Reports – Helene Marzec and Laura Yanchick**

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

Interim Co-Director Laura Yanchick introduced Susan Ford. Ms. Ford is an intern at the Joliet Public Library for a short time.

Ms. Yanchick announced the Adult Services Manager, Mary Lopez, is leaving to take a position at the Harold Washington Library in Chicago to manage their Government Documents Department. Longtime employee, Pat Johnson, Outreach Librarian will be retiring on Friday, August 5<sup>th</sup>.

Ms. Yanchick also reported on Pinnacle Library Cooperative and summer reading.

Interim Co-Director Helene Marzec reported on another successful Star Wars Day. She thanked Denise Zielinski for all her efforts in planning, organizing, and executing the popular annual event. Ms. Marzec also expressed her gratitude to the staff who helped prepare, work, and clean up at the event.

Ms. Marzec gave a report on the choice of Wight and Company as the architect firm who will work with JPL on the chiller replacement project at the Ottawa Street building.

A status update was provided on the strategic planning process. Ranking sheets on short-term and long-term goals were distributed. The Trustees and the managers were requested to complete the forms and return them to Deb Fowler by Friday, June 24<sup>th</sup>.

**ACTION ITEMS:**

**Review and select executive search firm**

President Samalea explained that only one Request for Proposal was received for the RFP #2016-01 - Executive Search Firm.

**MOTION:** Nancy Henricksen moved and Emmie Ostrem seconded to approve and accept the proposal from John Keister & Associates for the Executive Director search for the Joliet Public Library for an all-inclusive fee of \$15,900. The motion passed unanimously with the

following Trustees voting “aye:” Boban, Gawlik, Samalea, Markley, Chavez, Henricksen, and Ostrem.

**Approval by the Board to apply for a new credit card account for the Joliet Public Library**

**MOTION:** Nancy Henricksen moved and Jack Markley seconded to approve the application for a new credit card account for the Joliet Public Library. The motion passed with the following Trustees voting “aye:” Gawlik, Markley, Chavez, Henricksen, Ostrem, and Boban. Trustee Samalea abstained from voting.

**Approval of proposal for professional architectural and engineering services from Wight & Company**

**MOTION:** Jack Markley moved and Gail Gawlik seconded to approve the proposal for professional architectural and engineering services from Wight & Company for the chiller replacement project. This will include basic services for the replacement of the chiller at a fixed cost of \$16,000.00, optional scope of services for roofing repair or replacement at an additional fixed cost of \$5,000.00, and reimbursable expenses up to \$1,000.00. The motion passed unanimously with the following Trustees voting “aye:” Samalea, Markley, Chavez, Henricksen, Ostrem, Boban, and Gawlik.

**10. Committee Reports**

- a) **Executive** – President Samalea commended Denise Zielinski and staff on their hard work for Star Wars Day. She also announced the members of the Bylaws Committee are Nancy Henricksen (Chairperson), Jack Markley, and Gail Gawlik.
- b) **Buildings and Grounds** – No report
- c) **Finance** – No report, however, there was a general consensus to move the money received by the library from the James Sczepaniak bequest to a Certificate of Deposit until the Board decides what they would like to do with the funds. This will be an action item at the July 21<sup>st</sup> Board meeting.
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report
- g) **Search** – President Samalea will sign and forward the proposal for John Keister & Associates.
- h) **Bylaws** – Chairperson Henricksen requested a meeting be scheduled to start the review of the Bylaws. A meeting was scheduled for June 20, 2016 at 3:00 pm at the Black Road Branch.

**11. Unfinished Business** – None

**12. New Business** – None

**13. Public Participation (Regarding New Business or other topics)**

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

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

**15. Announcements** – None

**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:** Emmie Ostrem moved and Essie Chavez seconded to adjourn at 8:52 pm. The motion passed unanimously with the following Trustees voting “aye:” Henricksen, Ostrem, Boban, Gawlik, Samalea, Markley, and Chavez.

---