



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

Board of Trustees

Meeting Date: July 21, 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 July 21, 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 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, and Denise Zielinski.

Erica Stratton, JPL Intern, Diane Harris, newly appointed Trustee, and David Harris were also in attendance.

**4. Agenda Revision and Approval**

**MOTION:** Jack Markley moved and Gail Gawlik 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. Oath of Office – Diane Harris**

Newly appointed Trustee Diane Harris was sworn in by President Samalea. She was welcomed by the Board and staff.

**6. Approval of Minutes**

**MOTION:** Nancy Henricksen moved and Essie Chavez seconded to accept the minutes of the June 16, 2016 regular Board Meeting and the June 30, 2016 Committee of the Whole Meeting. The motion passed with the following Trustees voting "aye:" Chavez, Henricksen, Ostrem, Boban, Gawlik, Harris, Samalea, and Markley.

**7. Treasurer's Report**

**MOTION:** Nancy Henricksen moved and Jack Markley seconded to accept and authorize for payment the 7/21/16 Accounts Payable for \$184,771.03, the Checks Written Since Last

Report on June 16, 2016 in the amount of \$177,870.18, and the Summary of Electronic Payroll Transfers for 6/17/16, 7/1/16, and 7/15/16 in the amount of \$320,241.48 for a total of \$682,882.69. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Ostrem, Boban, Gawlik, Harris, Samalea, Markley, and Chavez.

**MOTION:** Nancy Henricksen moved and Gail Gawlik seconded to accept and file for audit the 6/30/16 Balance Sheet, the June 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, Harris, 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 announced upcoming events: Pokémon Go, All Staff Meeting, and the Black Friday event. She also reported that Dave DiNaso's Traveling World of Reptiles program drew large crowds at both libraries.

Interim Co-Director Helene Marzec reported that interviews for the marketing Specialist are completed. Background checks are being made. The Strategic Plan update will be shared at the next Board meeting. She also provided a status update on the computer monitor replacement and the chiller/roof replacement. A handout from Hutchinson Design Group was passed out with cost estimates for review. Questions were answered regarding the Employee Handbook. Monthly updates will be provided.

**ACTION ITEMS:**

**Approval of Adult Services Job Description**

**MOTION:** Carol Boban moved and Nancy Henricksen seconded to approve the Manager, Adult Services job description. The motion passed unanimously with the following Trustees voting "aye:" Boban, Gawlik, Harris, Samalea, Markley, Chavez, Henricksen, and Ostrem.

**Approval of Signers on the Certificates of Deposit**

The following Trustees are authorized signers on all the Certificates of Deposit for the Joliet Public Library.

Lynn Poper Samalea  
Dr. John L. Markley  
Esperanza Chavez  
Nancy K. Henricksen  
Carol Boban  
Gail Gawlik  
Diane Harris  
Emita R. Ostrem

**MOTION:** Jack Markley moved and Emmie Ostrem seconded to approve the above listed Trustees as signatories on the Certificates of Deposit held by the Joliet Public Library. The motion passed unanimously with the following Trustees voting "aye:" Gawlik, Harris, Samalea, Markley, Chavez, Henricksen, Ostrem, and Boban.

**Approval by the Board to move \$329,834.88 from the Joliet Public Library checking account (from the James Sczepaniak bequest) into a Certificate of Deposit**

**MOTION:** Carol Boban moved and Emmie Ostrem seconded to approve the moving of \$329,834.88 from the Joliet Public Library checking account into a Certificate of Deposit. The motion passed unanimously with the following Trustees voting "aye:" Samalea, Markley, Chavez, Henricksen, Ostrem, Boban, Gawlik, and Harris.

**Approval of Black Friday Fine Sale**

This is an incentive program to allow patrons to pay down fines and return their cards to good standing in order to fully use library services.

**MOTION:** Nancy Henricksen moved and Gail Gawlik seconded to approve the Black Friday Fine Sale. The motion passed unanimously with the following Trustees voting "aye:" Samalea, Markley, Chavez, Henricksen, Ostrem, Boban, Gawlik, and Harris.

**Approval to Purchase Computer Monitors for the Public Computer Areas**

Nancy Henricksen moved and Jack Markley seconded to approve the purchase of 41 computer monitors for the Black Road Branch at a cost of \$5,478.00 and 69 computer monitors for the Ottawa Street building at a cost of \$9,227.00. The motion passed unanimously with the following Trustees voting "aye:" Markley, Chavez, Henricksen, Ostrem, Boban, Gawlik, Harris, and Samalea.

**10. Committee Reports**

- a) **Executive** – President Samalea provided an update from search consultant John Keister.
- b) **Buildings and Grounds** – Chairperson Ostrem plans to schedule building walk throughs in October.
- c) **Finance** – No report
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report
- g) **Search** – President Samalea will provide the Trustees with a copy of the Executive Director job description for their review.
- h) **Bylaws** – No report

**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.

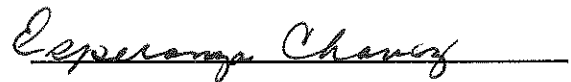
**14. Staff Reports** – Included in the Board packet.

**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:** Diane Harris moved and Gail Gawlik seconded to adjourn at 8:45 pm. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Ostrem, Boban, Gawlik, Harris, Samalea, Markley, and Chavez.

A handwritten signature in cursive script, reading "Esperanza Chavez", is written over a horizontal line.