



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

Board of Trustees

Meeting Date: August 18, 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 August 18, 2016. The meeting convened at 7:03 pm. President Lynn Poper Samalea presiding and Secretary Essie Chavez present.

**2. Pledge of Allegiance**

Linda Ward Callaghan 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, Gail Gawlik, and Diane Harris.

Trustees absent: Carol Boban

Staff members attending were Helene Marzec, Laura Yanchick, Mallory Hewlett, Candy Van Tine, Linda Ward Callaghan, Denise Zielinski, and Deb Fowler.

**4. Agenda Revision and Approval**

**MOTION:** Nancy Henricksen moved and Jack Markley seconded to approve the agenda as presented. The motion passed unanimously with the following Trustees voting "aye:" Markley, Chavez, Henricksen, Ostrem, Gawlik, Harris, and Samalea.

**5. Summer Reading Wrap Up – Linda Ward Callaghan and Candy Van Tine**

Youth Services Manager Linda Ward Callaghan and Adult Services Manager (Branch) Candy Van Tine provided summaries on the success of the Summer Reading Programs for children and adults.

**6. Approval of Minutes**

**MOTION:** Jack Markley moved and Diane Harris seconded to accept the minutes of the July 21, 2016 regular Board Meeting and the August 12, 2016 Search Committee Meeting. The motion passed unanimously with the following Trustees voting "aye:" Chavez, Henricksen, Ostrem, Gawlik, Harris, Samalea, and Markley.

**7. Treasurer's Report**

**MOTION:** Nancy Henricksen moved and Emmie Ostrem seconded to accept and authorize for payment the 8/18/16 Accounts Payable for \$67,893.11, the Checks Written Since Last Board Meeting on July 21, 2016 in the amount of \$125,160.30, and the Summary of

Electronic Payroll Transfers for 7/29/16, and 8/12/16 in the amount of \$212,175.14 for a total of \$405,228.55. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Ostrem, Gawlik, Harris, Samalea, Markley, and Chavez.

**MOTION:** Nancy Henricksen moved and Essie Chavez seconded to accept and file for audit the 7/31/16 Balance Sheet, the July Report of Accounts Cash Drawers and Petty Cash, and the Tax Distribution Report. The motion passed unanimously with the following Trustees voting "aye:" Ostrem, 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 the satellite programs with the YMCA and Chesterbrook Academy went well.

Library staff members who speak Spanish have the option to wear buttons indicating this fact.

There were six candidates for the Adult Services Manager position at Main. Interviews are taking place.

She also reported on a new reading initiative.

Interim Co-Director Helene Marzec reported that Johnson Controls was the lowest bidder on our Chiller Replacement project at the Ottawa Street building coming in at \$165,691.00 as a base bid plus \$4,448.00 for the alternate bid (additional 5 year parts only warranty for the chiller) for a total bid of \$170,139.00.

The Enhanced Construction Administration Services Proposal from Wight and Company is being presented for Board review and approval. The scope of work includes Wight and Company assisting the Library with bidding and awarding subcontractors as well as providing construction oversight for the chiller and roof replacement project.

A revised version of the Meeting Room Policy is being presented for your review and approval. On the advice of our insurance company, some liability language was added to the policy.

Approval is being sought for a proposal from Fazio Landscaping Company in the amount of \$5,891.00 to landscape the area north of the sidewalk at the Black Road Branch.

A candidate has been identified for the Web Programmer position. We are currently waiting on the background check results.

Other topics briefly discussed include the 2017 budget, the Book and Bean Café contract, and the August 5<sup>th</sup> All Staff Meeting.

**ACTION ITEMS:**

**Approval of the Executive Director Job Description**

**MOTION:** Nancy Henricksen moved and Gail Gawlik seconded to approve the Executive Director job description as presented. The motion passed unanimously with the following Trustees voting “aye:” Gawlik, Harris, Samalea, Markley, Chavez, Henricksen, and Ostrem.

**Approval of contractor for the chiller replacement project**

**MOTION:** Nancy Henricksen moved and Jack Markley seconded to approve Johnson Controls as the lowest responsible bidder for the chiller replacement project with a base bid amount of \$165,691.00 plus an alternate bid in the amount of \$4,448.00 (covers an additional 5 year parts only warranty for the chiller) for a total bid of \$170,139.00. The motion passed unanimously with the following Trustees voting “aye:” Markley, Chavez, Henricksen, Ostrem, Gawlik, Harris, and Samalea.

**Approval of Wight & Company Enhanced Construction Administration Services Proposal**

**MOTION:** Jack Markley moved and Nancy Henricksen seconded to approve the Wight & Company Enhanced Construction Administration Services Proposal amending the motion to include adding the words “for a fixed fee of \$15,000.” The motion passed unanimously with the following Trustees voting “aye:” Gawlik, Harris, Samalea, Markley, Chavez, Henricksen, and Ostrem.

**Approval of revised Meeting Room Policy**

**MOTION:** Gail Gawlik moved and Essie Chavez seconded to approve the revised Meeting Room Policy. The motion passed unanimously with the following Trustees voting “aye:” Samalea, Markley, Chavez, Henricksen, Ostrem, Gawlik, and Harris.

**Approval of proposal to landscape the area to the north of the walkway at the Black Road Branch building**

**MOTION:** Essie Chavez moved and Jack Markley seconded to approve the proposal from Fazio Landscaping Company to landscape the area to the north of the walkway at the Black Road Branch building in the amount of \$5,891.00. The motion passed unanimously with the following Trustees voting “aye:” Samalea, Markley, Chavez, Henricksen, Ostrem, Gawlik, and Harris.

Trustee Harris left at 8:05 pm.

**Discussion and approval of Strategic Planning Process Summary Report**

**MOTION:** Emmie Ostrem moved and Nancy Henricksen seconded to accept and approve the Strategic Planning Process Summary Report provided by Sikich. The motion passed unanimously with the following Trustees voting “aye:” Markley, Chavez, Henricksen, Ostrem, Gawlik, and Samalea.

## 10. Committee Reports

- a) **Executive** – President Samalea discussed what’s next regarding strategic planning. It was determined that goals need to be set and a timeline established.
- b) **Buildings and Grounds** – No report
- c) **Finance** – No report
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report
- g) **Search** – The schedule for candidate interviews was discussed.
- h) **Bylaws** – The Bylaws Committee met on Wednesday, August 17<sup>th</sup>. There are a few questions that need to be addressed by legal counsel. After that Chairperson Henricksen will schedule another Bylaws Meeting to review an updated draft of the Bylaws.

## 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

Trustee Harris returned at 8:33 pm.

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

**MOTION:** Jack Markley moved and Diane Harris seconded to go into closed session at 8:35 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:” Samalea, Markley, Chavez, Henricksen, Ostrem, Gawlik, and Harris.

**MOTION:** Nancy Henricksen moved and Jack Markley seconded to go back into open session at 8:55 pm. The motion passed unanimously with the following Trustees voting “aye:” Chavez, Henricksen, Ostrem, Gawlik, Harris, Samalea, and Markley.

### **ACTION ITEM:**

#### **Approval of review and compensation for Interim Co-Directors**

**MOTION:** Jack Markley moved and Nancy Henricksen seconded to approve the review and compensation increase for Interim Co-Directors Marzec and Yanchick in the amount of an additional \$296 per pay period effective Friday, August 19, 2016 (the start of next pay

period) for a total of \$1,000 of additional compensation per pay period for Interim Co-Director responsibilities along with their regular duties. The motion passed unanimously with the following Trustees voting “aye:” Henricksen, Ostrem, Gawlik, Harris, Samalea, Markley, and Chavez.

**17. Adjournment**

**MOTION:** Jack Markley moved and Nancy Henricksen seconded to adjourn at 9:02 pm. The motion passed unanimously with the following Trustees voting “aye:” Ostrem, Gawlik, Harris, Samalea, Markley, Chavez, and Henricksen.

Esperanza Chavez