



## MINUTES

Board of Trustees

Meeting Date: December 21, 2017

7:00 p.m. Ottawa St. Branch– Meeting Room B

### 1. Convene and Call to Order

A regular meeting of the Board of Trustees of the Joliet Public Library was held at the Joliet Public Library, 150 N. Ottawa St., Joliet, Illinois on December 21, 2017. The meeting convened at 7:05 pm. President Jack Markley presiding.

### 2. Pledge of Allegiance

Essie Chavez led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

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

Trustees absent: Lynn Samalea, Diane Harris

Staff members attending were Executive Director Megan Millen, Deputy Director Catherine Yanikoski, Keith Folk, Helene Marzec, Laura Yanchick, Denise Zielinski, Keisha Mandara, Leslie Eggman, Vanessa Padilla, Mallory Hewlett, Yazmin Nielson and Dana Perry.

### 4. Agenda Revision and Approval

MOTION: Nancy Henricksen moved and Essie Chavez seconded to approve agenda as presented. The motion passed unanimously via voice vote

### 5. Minutes review, revision, and approval

MOTION: Essie Chavez moved and Gail Gawlik seconded to approve the minutes of the November 16<sup>th</sup>, 2017 regular Board Meeting as presented. The motion passed unanimously via voice vote.

## **6. Treasurer's Report**

**MOTION:** Nancy Henricksen moved and Emmie Ostrem seconded to accept and authorize payment for the 12/21/17 Accounts Payable for \$141,218.42, the Checks Written Since Last Board Meeting on November 16<sup>th</sup>, 2017 in the amount of \$178,769.14, and the Summary of Electronic Payroll Transfers for 11/17/17, 12/1/17 and 12/15/17 in the amount of \$362,482.38 for a total of \$682,469.94. The motion passed unanimously with the following Trustees voting "aye:" Chavez, Gawlik, Ostrem, Markley, Henricksen, and Boban.

**MOTION:** Nancy Henricksen moved and Carol Boban seconded to accept and file for audit the 12/21/17 Balance Sheet, the November Report of Accounts, Cash Drawers and Petty Cash, and the Tax Distribution Report. The motion passed unanimously with the following Trustees voting "aye" Chavez, Gawlik, Ostrem, Markley, Henricksen, and Boban.

## **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**

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

Brought before the Board this month is some organizational staff changes, including our Community Engagement Office. After a year of observing our Community Engagement Office, Executive Director Millen concluded that we'd be better served with the office in two separate divisions. With this new adjustment, Denise will be allowed to pursue more important initiatives in outreach. In addition to this change, Mallory's position will become Communications Coordinator and will report directly to the Executive Director. This reorganization will position our Library well for our year of planning that lies ahead.

Included in Board Packets is an Overview from Innovation Pavilion.

A review of Executive Director Millen's Strategic Plan Update; included is 7 Short Term Complex Goals, 11 Short term Routine Goals, 8 Long Term Complex Goals, and 1 Long Term Routine Goal. Progress has been made on several of these goals created by Executive Director Millen and the Trustees. This list will be reviewed again in a few months with any additional changes and progress made.

## 9. Deputy Director's Report

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

Brought before the Board this month is a second revision on Circulation Policy along with Job Description Review and Approvals for: Adult Services Clerk (OSB/BRB), Adult Services Manager (OSB/BRB) Access Services Manager, End User Technologies Associate, Computer Lab Supervisor, Community Engagement Officer and Communications Coordinator. While some are revised job descriptions, and some are new positions, we are confident that upon approval of this new model, we will enhance our services to our patrons at both branches.

Deputy Director Yanikoski presented a proposal for revision to the Meeting Room Policy in effort to align the services available at both branches.

Little Free Libraries posts were planted in late November and are ready for the tops which are expected to be installed mid-January. With Martin Luther King Day in mind as an install date, Deputy Director Yanikoski continues to work with a team of volunteers on this project.

## 10. Unfinished Business

Our Leadership Team strongly agrees that because of the Board of Trustees history with former Trustee James P. Szczepaniak, they should choose the location to display his plaque. Trustees will coordinate a walkthrough of both branches to determine an appropriate spot.

## 11. ACTION ITEMS:

### **Approval of Amended Personal Handbook (updated Sexual Harassment language):**

**MOTION:** Nancy Henricksen moved and Carol Boban seconded to approve the Amended Personal Handbook. The vote passed unanimously with the following Trustees voting "aye": Ostrem, Markley, Henricksen, Boban, Chavez, and Gawlik.

### **Approval of Amended Circulation Policy:**

**MOTION:** Nancy Henricksen moved and Emmie Ostrem seconded to approve Amended Circulation Policy. The motion passed unanimously with the following Trustees voting "aye": Ostrem, Markley, Henricksen, Boban, Chavez, and Gawlik.

### **Approval of Job Descriptions Review (Adult Services Clerk (BRB/OSB), Adult Services Manager (BRB/OSB) Access Services Manager, End User Technologies Associate, Computer Lab Supervisor)**

**MOTION:** Emmie Ostrem moved and Nancy Henricksen seconded to approve the following Job Descriptions (Adult Services Clerk (BRB/OSB), Adult Services Manager (BRB/OSB) Access Services Manager, End User Technologies Associate, Computer Lab Supervisor). The motion passed unanimously with the following trustees voting "aye": Henricksen Chavez, Gawlik, Boban, Ostrem and Markley.

**Approval of Job Descriptions Review- (Community Engagement Officer and Communications Coordinator)**

**MOTION:** Nancy Henricksen moved and Essie Chavez seconded to approve the following Job Descriptions (Community Engagement Officer and Communications Coordinator). The motion passed unanimously with the following trustees voting “aye”: Boban, Chavez, Gawlik, Ostrem, Markley, and Henricksen.

**12. Public Participation-(regarding new business or other topics)**

There was no public participation.

**13. Staff Reports-** Completed reports were included in the Board packet.

Denise shared recent homeless statistics with data supplied by HUD. Her effort towards working with our residents in transition has led to several speaking engagements. In addition, poor behavior within the Library has decreased and the overall perception of the homeless by Library staff is much more accepting.

Dana thanked Trustees and staff members for participating in the opening of our 1992 Time Capsule. The items inside will be displayed downstairs at OSB for patrons to view. Our Leadership team will be brainstorming ideas as to what to place back inside for our next time capsule ceremony, set to be open 25 years from now, in 2043.

**14. Announcements-**

There were no announcements.

**15. 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.

**16. Adjournment-**

**MOTION:** Essie Chavez moved and Carol Boban seconded to adjourn at 8:25 pm. The motion passed unanimously via voice vote.

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**President, Dr. Jack Markley**

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**Date**