

AGENDA

Joliet Public Library Board of Trustees Meeting
150 North Ottawa Street – Meeting Room B
December 21st, 2017– 7:00 p.m.

AGENDA NOTICE

Agendas are posted
48 hours prior to a meeting
at this site and on the Library's
website at www.jolietlibrary.org.

- 1) Convene and Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call of Trustees
- 4) Agenda revision and approval
- 5) Minutes review, revision, and approval
-Regular Board Meeting – November 16th, 2017
- 6) Treasurer's Report
 - a) Schedule of Accounts Payable
 - i) Accounts Payable December 21, 2017 - \$141,218.42
 - ii) Checks Written Since Last Board Meeting on November 16th, 2017 - \$178,769.14
 - iii) Electronic Payroll Transfers 11/17/17,12/1/17 and 12/15/17 - \$362,482.38**TOTAL ACCOUNTS PAYABLE \$682,469.94**
 - b) Financial Reports
 - i) Balance Sheet 12/21/17
 - ii) Report of Accounts, Cash Drawers and Petty Cash
 - iii) Tax Distribution Report
- 7) Public Participation (Regarding the current agenda's ACTION ITEMS)
- 8) Executive Director's Report
- 9) Deputy Director's Report
- 10) Unfinished Business
- 11) New Business
 - ACTION ITEMS:
 - Review of Meeting Room Policy – first reading
 - Approval of amended Personnel Handbook for updated Sexual Harassment language
 - Approval of amended Circulation Policy
 - Discussion of Per Capita Grant requirements for 2018
 - Job Description Review and Approvals for: Adult Services Clerk (BRB/OSB), Adult Services Manager (BRB/OSB), Access Services Manager, End User Technologies Associate, Computer Lab Supervisor, Community Engagement Officer, and Communications Coordinator
- 12) Public Participation (Regarding New Business or other topics)
- 13) Staff Reports
- 14) 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))
- 16) Adjournment

FYI - The next meeting of the Joliet Public Library Board of Trustees is scheduled for 7:00 p.m., Thursday, January 18th, 2018 in Meeting Room B at the Ottawa Street Branch, 150 North Ottawa, Joliet, IL 60432. Any person needing an accommodation for a disability in order to attend a Board Meeting at the Library should contact a Community Engagement staff member by telephone at 815-846-3112, by email at ada@jolietlibrary.org or in writing, not less than five (5) working days prior to the meeting.