



MINUTES

Board of Trustees

Meeting Date: October 19, 2017

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 of the Joliet Public Library was held at the Joliet Public Library, 3395 Black Road, Joliet, Illinois on October 19, 2017. The meeting convened at 7:00 pm. President Dr. John Markley presiding and Vice President Nancy Henricksen present.

2. Pledge of Allegiance

Dana Perry led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Dr. John Markley, Nancy Henricksen, Lynn Samalea, Essie Chavez, Gail Gawlik, Emmie Ostrem and Diane Harris

Trustees absent: Carol Boban

Staff members attending were Megan Millen, Catherine Y. Adamowski, Keith Folk, Helene Marzec, Laura Yanchick, Denise Zielinski, Linda Ward-Callaghan, Keisha Mandara and Dana Perry.

Library patron Deb Fowler and Mary Kransberger were also present.

4. Agenda Revision and Approval

MOTION: Gail Gawlik moved and Diane Harris seconded to approve agenda as presented. The motion passed unanimous via voice vote

5. Minutes review, revision, and approval

MOTION: Nancy Henricksen moved and Diane Harris seconded to approve the minutes of the September 21st, 2017 regular Board Meeting as presented. The motion passed unanimously via voice vote.

6. Treasurer's Report

MOTION: Lynn Samalea moved and Nancy Henricksen seconded to accept and authorize for payment the 10/19/17 Accounts Payable for \$70,140.36, the Checks Written Since Last Board Meeting on September 21, 2017 in the amount of \$634,166.46, and the Summary of Electronic Payroll Transfers for 9/22/17 and 10/6/17 in the amount of \$239,833.92 for a total of \$944,140.74. The motion passed unanimously with the following Trustees voting "aye:" Samalea, Chavez, Gawlik, Harris, Ostrem, Henricksen, and Markley.

MOTION: Lynn Samalea moved and Nancy Henricksen seconded to accept and file for audit the 9/30/17 Balance Sheet, the August 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, Harris, Ostrem, Markley, Henricksen, Samalea, Chavez.

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.

Megan covered her trip to Joliet Central High School and the lasting impression their STEM program had on her.

Book and Bean Café wishes to renew their contract with the Library. The Café is a wonderful asset to the Library and its patrons.

A Fund Balance Policy Committee was established in order to continue to keep our reserved money transparent. Serving on this Committee will be Megan Millen, Catherine Y. Adamowski, Helene Marzec, Janie Rodriguez, Lynn Samalea and Nancy Henricksen.

9. Deputy Director's Report – Catherine Y. Adamowski

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

As we approach the 50th anniversary of Martin Luther King's passing we are excited to have a "Great Read" program focused on MLK, set to launch in 2018. Lizzie Matkowski, Dawn Ritter, and Tana Petrov are representing Joliet Public Library on this county-wide reading initiative. We are excited to announce that we will be hosting the closing presentation for the County.

We continue to work with Joliet residents in transition in assisting them obtain a library card; these cards would be temporary cards and supported by a picture ID and a letter from a social service agency/temporary employer

We are making great strides in the forthcoming installation of Little Free Libraries on the East Side of Joliet. District 86 Administrative team and Friends of Joliet Public Library have been beneficial in this journey.

10. Committee Reports

- a) **Executive** – No report
- b) **Buildings and Grounds** – No report
- c) **Finance** – No report
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report

11. Unfinished Business – Annual Review of Executive Director

Executive Director Evaluation forms were handed out to each trustee. Completed forms are to be returned to Essie Chavez by October 26th, 2017. She will compile the results and produce a Summation to be used at the face-to-face evaluation. President Markley scheduled a special Committee of the Whole Meeting for Wednesday, November 8, 2017, at 7P.M. to be held at Black Road Branch. The purpose of this meeting will be to conduct the annual evaluation of the Executive Director.

12. ACTION ITEMS:

Approval of Revised By laws:

MOTION: Nancy Henricksen moved and Lynn Samalea seconded to approve the Revised By Laws. The motion passed unanimously with the following Trustees voting “aye”: Gail Gawlik, Diana Harris, Emmie Ostrem, Jack Markley, Essie Chavez, Lynn Samalea and Nancy Henricksen.

Approval of Memorandum of Extension of Book and Bean License Agreement

MOTION: Lynn Samalea moved and Nancy Henricksen seconded to approve the Extension of the Book and Bean Agreement. The motion passed unanimously with the following trustees voting “aye”: Diane Harris, Emmie Ostrem, Jack Markley, Essie Chavez, and Gail Gawlik, Lynn Samalea and Nancy Henricksen.

Approval of FY2018 Operating Budget

MOTION: Nancy Henricksen moved and Gail Gawlik seconded to approve the FY2018 Operating Budget. The motion passed unanimously with the following trustees voting “aye”: Emmie Ostrem, Jack Markley, Lynn Samalea, Essie Chavez, Gail Gawlik, Nancy Henricksen and Diane Harris

Approval of 2018 Holiday Schedule- President Markley suggested that the Library close at 4 P.M. instead of 5 P.M. on Thanksgiving Eve, Motion made with the suggestion change.

MOTION: Diane Harris moved and Gail Gawlik seconded to approve the 2018 Holiday Schedule. The motion passed unanimously with the following trustees voting “aye”: Jack Markley, Nancy Henricksen, Lynn Samalea, Essie Chavez, Gail Gawlik, Diane Harris, and Emmie Ostrem

Approval of Opening at 1:00 P.M. on Friday December 1, 2017 for a Staff In- Service.

MOTION: Lynn Samalea moved and Gail Gawlik seconded to approve opening at 1P.M. on Friday, December 1, 2017 for a Staff In-Service. The motion passed unanimously with the following trustees voting “aye”: Nancy Henricksen, Lynn Samalea, Essie Chavez, Gail Gawlik, Diane Harris, Emmie Ostrem, and Jack Markley.

13. Public Participation (regarding new business or other topics)

Rockdale resident Mary Krensberger spoke before the Board tonight in regards to non-Joliet residents who would like to obtain a library card- specifically families with children, teenagers and senior citizens. President Dr. John Markley thanked her for her time. Megan or Catherine will stay in touch with Mary regarding this situation.

14. Staff Reports – Completed reports were included in the Board packet.

With an estimated completion date of November 15th, the roof project has been a very smooth job and has turned out beautiful.

Our collaboration with Day Break has been beneficial to many residents in transition. With this in mind our Community Engagement Office would like to extend similar services to residents looking to obtain citizenship.

Our Digital Media Services is thriving and is booked until Thanksgiving; Keith in our DMS also is in the process of interviewing Veterans and getting their interesting stories on tape.

15. Announcements – Lynn Samalea presented the finished memorial plaque honoring former Trustee James P. Sczepaniak. There are two plaques, one for each building. Trustees and staff were asked to contemplate appropriate locations to display the beautifully designed plaques.

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 8:10 pm. The motion passed unanimously via voice vote.

Dr. Jack Markley, President

Date