



MINUTES

Board of Trustees

Meeting Date: April 19, 2018

7:00 p.m. Black Road Branch– Meeting Room 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 April 19th, 2018. The meeting convened at 7:00 pm. President Jack Markley presiding.

2. Pledge of Allegiance

Jack Markley led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Jack Markley, Nancy Henricksen, Lynn Samalea, Essie Chavez, Gail Gawlik, and Diane Harris.

Staff members attending were Executive Director Megan Millen, Deputy Director Catherine Adamowski, Helene Marzec, Denise Zielinski, Dawn Ritter, Laura Yanchick, and Dana Perry.

Guest: Consultant Anders Dahlgren

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: Lynn Samalea moved and Gail Gawlik seconded to approve the minutes of the March 15th 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 payment for the 4/19/18 Accounts Payable for \$59,193.78, the Checks Written Since Last Board Meeting on March 15th, 2018 in the amount of \$183,508.60, and the Summary of Electronic Payroll Transfers for 3/23/18, 4/6/18 in the amount of \$244,056.79 for a total of

\$486,759.17. The motion passed unanimously with the following Trustees voting “aye:” Samalea, Chavez, Gawlik, Harris, Markley, Henricksen.

MOTION: Lynn Samalea moved and Diane Harris seconded to accept and file for audit the 4/19/18 Balance Sheet, the April 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, Markley, Henricksen and Samalea.

7. Public Participation (Regarding the current agenda’s ACTION ITEMS)

There was no public participation at this point in the meeting.

8. Presentation: Library Planning Associates:

Anders Dahlgren conducted his first site visit at both branches, exploring all areas of the buildings. This “Get to Know You Tour” allowed him to get a grasp of existing conditions for future improvements. Along with the tours, Anders also attended the Board meeting and discussed with the Trustees what kind of goals they would like to see for our remodel, as well as what caught their eyes at Indian Trails Library.

9. Executive Director’s Report

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

OSB now has 3 additional offices as well as wonderful new multi-purpose space for staff meetings, training and potentially Board Meetings.

Our Library and Staff has been receiving a lot of positive recognition:

- ALA Excellence In Library Programming
- Community Services Council of Will County Annual Award- Outstanding Agency in Human Service
- Catherine Adamowski- Women of the Year
- Podcast for RAILS about our services to the unsheltered.

10. Deputy Director’s Report

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

We are excited to announce Linda Ling will be coming from Plainfield Public Library to become our new Technical Services Manager. Linda is familiar with our Joliet Public Library Technical Services Team, Pinnacle Library Cooperative and Technical Services functions.

11. Unfinished Business

There was no unfinished business at this point.

12. ACTION ITEMS:

Approval of Intergovernmental Agreement with City of Joliet:

MOTION: Gail Gawlik moved and Nancy Henricksen seconded to approve the Intergovernmental Agreement with City of Joliet. The vote passed unanimously with the following Trustees voting “aye”: Gawlik, Harris, Markley, Henricksen, Samalea, and Chavez.

Approval of Contract with Best Quality Cleaners:

MOTION: Nancy Henricksen moved and Essie Chavez seconded to approve the Contract with Best Quality Cleaners. The vote passed unanimously with the following Trustees voting “aye”: Harris, Markley, Henricksen, Samalea, Chavez, and Gawlik.

Approval of job descriptions for Building and Grounds Coordinator, Building Services Associate and Building and Grounds Assistant:

MOTION: Nancy Henricksen moved and Diane Harris seconded to approve “Building and Grounds Coordinator, Building Services Associate and Building and Grounds Assistant” Job Descriptions. The vote passed unanimously with the following Trustees voting “aye”: Markley, Henricksen, Samalea, Chavez, Gawlik, Harris.

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

There was no public participation.

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

BRB/ Youth Services

Laura reported on the busy hum of things going on in the Youth Services Department. Planning and preparing for several Programs, Summer Reading Program and Star Wars Day has kept everyone occupied.

15. Announcements-

There were no announcements.

16. Closed Session – No need for Closed Session.

17. Adjournment-

MOTION: Samalea moved and Gawlik seconded to adjourn at 8:25 pm. The motion passed unanimously via voice vote.

President, Dr. John Markley

Date