



## MINUTES

Board of Trustees

Meeting Date: February 15, 2018

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 February 15<sup>th</sup>, 2018. The meeting convened at 7:02 pm. President Jack Markley presiding.

### 2. Pledge of Allegiance

Denise Zielinski led the group in the Pledge of Allegiance. Board President Jack Markley asked for a moment of silence for the victims, their families, and others affected by the Parkland shooting in Florida.

### 3. Roll Call of Trustees

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

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

### 4. Agenda Revision and Approval

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

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

**MOTION:** Carol Boban moved and Gail Gawlik seconded to approve the minutes of the January 18<sup>th</sup> 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 2/15/18 Accounts Payable for \$68,968.91, the Checks Written Since Last Board Meeting on January 18<sup>th</sup>, 2018 in the amount of \$204,745.67, and the Summary of Electronic Payroll Transfers for 1/26/18, 2/9/18 in the amount of \$248,903.95 for a total of

\$522,618.53. The motion passed unanimously with the following Trustees voting “aye:” Samalea, Gawlik, Harris, Markley, Henricksen, Boban, Chavez and Ostrem

**MOTION:** Lynn Samalea moved and Nancy Henricksen seconded to accept and file for audit the 2/15/18 Balance Sheet, the February Report of Accounts, Cash Drawers and Petty Cash, and the Tax Distribution Report. The motion passed unanimously with the following Trustees voting “aye” Gawlik, Harris, Markley, Henricksen, Boban, and Samalea, Chavez and Ostrem.

**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.

In January Executive Director Millen published and sent out a proposal for a library space planner. Library Planning Associates submitted a proposal in the allotted time, and with over 30 years of expertise in this field and partnered with Wight & Company, this company comes highly recommended. Our leadership team and staff will be working closely with Anders Dahlgren from Library Planning Associates and can expect a very accurate estimate of not only what we want to accomplish but how much each phase will cost.

Negotiations for the ownership of the Ottawa St. parking lot are ongoing. At the moment, there is nothing new to report on.

Demolition of the old States Attorney’s building, located on Chicago St., will begin soon. The City is working on solutions so our parking lot is still accessible to patrons during the demolition phase.

**9. Deputy Director’s Report**

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

In December, three internal Focus Groups launched called “User Experience,” “Community Outreach” and “Collection Management and Merchandising.” Each of the three focus group team sizes host between 15-25 staff members. Our “Community Outreach” group met to outline priorities to ensure our services extends beyond our walls and to the greater Joliet area.

On that note, we have successfully launched Little Free Libraries! These provide Community Literature and Library Marketing materials to the public in neighborhoods that need them the most. These Libraries are wonderful additions to the East side communities.

This month we welcomed Dawn Ritter as our new Adult Services Manager at the Ottawa Street Branch.

## **10. Unfinished Business**

Tours were conducted to find an appropriate space to hang former Board trustee, James Szcapaniak's plaque. Locations were decided by the Board of Trustees at the Black Road and Ottawa Street Branch.

## **11. ACTION ITEMS:**

### **Approval of RFP for Library Planning Associates in the amount of \$24,500:**

**MOTION:** Carol Boban moved and Gail Gawlik seconded to approve the RFP for Library Planning Associates. The vote passed unanimously with the following Trustees voting "aye": Gawlik, Harris, Ostrem, Markley, Henricksen, Boban, Samalea, and Chavez.

### **Approval of Quote for Repairs from J.P. Phillips in the amount of \$18,500:**

**MOTION:** Emmie Ostrem moved and Lynn Samalea seconded to approve the Quote for Repairs from J.P. Phillips. The vote passed unanimously with the following Trustees voting "aye": Harris, Ostrem, Markley, Henricksen, Boban, Samalea, Chavez, and Gawlik.

## **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.

### **Operations:**

Three contractors submitted proposals for the demolition and replacement of the concrete staircase at the maintenance entrance. Specifications for this project were provided by the City of Joliet and will provide a safer entrance/exit to the building.

## **14. Announcements-**

There were no announcements.

## **15. Closed Session – Adjourn to go into Closed Session to discuss the setting of a price for sale or lease of property owned by the public body. (5 ILCS 120/2(c)(6)).**

**MOTION:** Henricksen moved and Harris seconded to go into closed session at 7:51 pm to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific Library employees as mandated under Section 2 in Chapter 5 of the IL Compiled

Statutes Act 120. The motion passed unanimously with the following Trustees voting “aye” Markley, Henricksen, Boban, Samalea, Gawlik, Harris, Chavez and Ostrem.

**Motion:** Henricksen moved and Samalea seconded to go back into Open Session at 8:27 p.m. The motion passed unanimously with the following Trustees voting “aye” Boban, Samalea, Gawlik, Harris, Ostrem, Markley, and Henricksen, Chavez and Ostrem.

**16. Adjournment-**

**MOTION:** Chavez moved and Gawlik seconded to adjourn at 8:30 pm. The motion passed unanimously via voice vote.

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**President, Dr. John Markley**

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**Date**