

## **MINUTES**

Board of Trustees

Meeting Date: January 18, 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 January 18<sup>th</sup>, 2018. The meeting convened at 7:00 pm. President Jack Markley presiding.

### **2. Pledge of Allegiance**

Lynn Samalea led the group in the Pledge of Allegiance.

### **3. Roll Call of Trustees**

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

Trustees absent: Essie Chavez, Emmie Ostrem.

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

### **4. Agenda Revision and Approval**

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

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

**MOTION:** Diane Harris moved and Gail Gawlik seconded to approve the minutes of the December 21<sup>st</sup>, 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 payment for the 1/18/18 Accounts Payable for \$88,628.71, the Checks Written Since Last Board Meeting on December 21<sup>st</sup>, 2017 in the amount of \$332,399.18, and the Summary of Electronic Payroll Transfers for 12/29/17, 1/12/18 in the amount of \$250,904.92 for a total of \$671,932.81. The motion passed unanimously with the following Trustees voting "aye:" Samalea, Gawlik, Harris, Markley, Henricksen, Boban.

**MOTION:** Lynn Samalea moved and Nancy Henricksen seconded to accept and file for audit the 1/18/18 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" Gawlik, Harris, Markley, Henricksen, Boban, Samalea.

## **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.

With 2018 being our year of planning, a RFP for a Space Needs Consultant has been sent to three Space Planners located in the Midwest. Staff recommendations will be brought to the February Board Meeting.

In addition, minor changes were made to our Meeting Room Policy to bring them both into alignment.

Will County will be automating the process for filing your Statements of Economic Interest this year. Any changes to addresses should be passed onto the Business Office as soon as possible.

## **9. Deputy Director's Report**

This year's theme for the Great Read is "Dr. Martin Luther King Jr, A Life, A Legacy." Joliet Public Library will be offering programs centered on Martin Luther King and Black History in February, which will mark the 50<sup>th</sup> anniversary of Martin Luther King's assassination. We will be hosting several large programs at both branches.

Ottawa St. welcomes Dawn Ritter as our new Adult Services Manager, she will rotate between locations until her position at Black Road is filled.

Due to inclement weather conditions affecting the delivery of the Little Free Libraries from Southern Indiana this weekend, installation has been postponed to end of January.

#### **10. Unfinished Business**

Dates and times were determined for Trustees to participate in a Library walk through to decide a location for two plaques, honoring former Trustee James Sczepaniak.

#### **11. ACTION ITEMS:**

##### **Approval of Amended Meeting Room Policy:**

**MOTION:** Carol Boban moved and Diane Harris seconded to approve the Amended Meeting Room Policy. The vote passed unanimously with the following Trustees voting "aye": Gawlik, Harris, Markley, Henricksen, Boban, Samalea.

#### **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.

Helene reported that two projects at Ottawa St Branch will be brought to the Board soon for approval, one for Meeting room B and one for the stairwell located in our alley. New offices for Communications, Security and our Deputy Director will be completed soon.

#### **14. Announcements-**

There were no announcements.

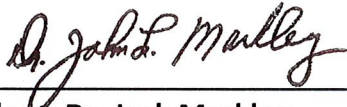
#### **15. Closed Session – Adjourn to go into Closed Session to discuss the setting of a price for sale or lease of property owned by the public body. (5 ILCS 120/2(c)(6)).**

**MOTION:** Samalea moved and Henricksen seconded to go into closed session at 7:37 pm to discuss the setting of a price for sale or lease of property owned by the public body. (5 ILCS 120/2(c)(6)). The motion passed unanimously with the following Trustees voting "aye" Markley, Henricksen, Boban, Samalea, Gawlik, Harris

**Motion:** Boban moved and Harris seconded to go back into Open Session at 8:29 p.m. The motion passed unanimously with the following Trustees voting "aye" Boban, Samalea, Gawlik, Harris, Markley, and Henricksen.

**16. Adjournment-**

**MOTION:** Lynn Samalea moved and Carol Boban seconded to adjourn at 8:30 pm. The motion passed unanimously via voice vote.



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President, Dr. Jack Markley

February 15<sup>th</sup>, 2018  
Date