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MINUTES
Board of Trustees
Meeting Date: October 18th, 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 October 18, 2018. The meeting convened at 7:00 p.m. with President Dr. John Markley presiding.

2. **Pledge of Allegiance**
   Dr. John Markley led the group in the Pledge of Allegiance.

3. **Roll Call of Trustees**
   Trustees present: Dr. John Markley, Nancy Henricksen, Lynn Samalea, Carol Boban, Essie Chavez, Diane Harris, and Gail Gawlik

   Trustees absent: Emmie Ostrem

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

   Executive Director Millen submitted our faithful Trustee, Nancy Henricksen, for ILA's 2018 Trustee of the Year Award. Although she did not win, her dedication and commitment to the Board deserves recognition. Thank you, Nancy.

4. **Agenda Revision and Approval**
   MOTION: Lynn Samalea moved and Gail Gawlik seconded to accept the agenda as presented. The motion carried unanimously via voice vote

5. **Minutes review, revision, and approval---Regular Board Meeting--- September 20, 2018**

MOTION: Essie Chavez moved and Carol Boban seconded to approve the minutes of the September 20, 2018 regular Board Meeting. 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 10/18/18 Accounts Payable for $72,530.78, the Checks Written since Last Board Meeting on 9/20/18 in the amount of $94,407.59, and the Electronic Payroll Transfers for 9/21/18 and 10/5/18 in the amount of $247,033.54 for a Total Accounts Payable of $413,971.91. The motion passed unanimously with the following trustees voting "aye:" Samalea, Chavez, Gawlik, Harris, Markley, Henricksen, and Boban.
   MOTION: Lynn Samalea moved and Nancy Henricksen seconded to accept and file for audit the 10/18/18 Balance Sheet, the 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, Boban, and Samalea.

7. **Public Participation (Regarding the current agenda's ACTION ITEMS)** --- None

8. **Executive Director's Report---Megan Millen**
   A complete report was included in the Board packet.

   Following are highlights from her report.

   The 2019 Operating Budget was included in her report along with annotations. Several factors contributed to areas of savings this year.

   Anders Dahlgren included a written report on the progress we've made so far regarding our Space Planning.

   The Library will be walking in the parade for City Center Partnership's annual Light up the Holiday Event.

   Executive Director Millen gave the board an update on her goals, including work done by staff members to achieve the following goal: *Communicate the complete plan of service for the DMS*

9. **Deputy Director's Report**
A complete report was included in the Board packet.

Following are highlights from her report.

Deputy Director Adamowski reported on the DMS and their additional changes to their service model proposed for future fiscal years. The Board can expect a revised DMS policy in November.

Additionally, they are reviewing options for providing access to computer service to more residents.

10. **Unfinished Business**--- Executive Director Evaluation forms were handed out to each trustee. Completed forms are to be returned to Essie Chavez by October 25th, 2018. She will compile the results and produce a Summation to be used at the face-to-face evaluation. A special Committee of the Whole Meeting is scheduled for Thursday, November 8, 2018, at 4P.M. to be held at Black Road Branch. The purpose of this meeting will be to conduct the annual evaluation of the Executive Director.

11. **New Business**

ACTION ITEMS
Approval of FY 2019 Operating Budget
MOTION: Nancy Henricksen moved and Lynn Samalea seconded to approve the FY 2019 Operating Budget. The motion passed unanimously with the following trustees voting "aye:" Chavez, Gawlik, Harris, Markley, Henricksen, Boban, and Samalea.

Approval of amended Meeting Room Policy
MOTION: Lynn Samalea moved and Diane Harris seconded to approve the amended Meeting Room Policy. The motion passed unanimously via voice vote.

Approval of Crisis Communication Plan
MOTION: Essie Chavez moved and Carol Boban seconded to approve the Crisis Communication Plan. The motion passed unanimously via voice vote.

Approval of 2019 Holiday Schedule
During discussion of the 2019 Holiday Schedule, a recommendation was made to close the Library at 4:00pm on Wednesday, November 27th (Thanksgiving Eve) and on Tuesday, December 31st (New Year's Eve).

MOTION: Lynn Samalea moved and Gail Gawlik seconded to approve the 2019 Holiday Schedule with the aforementioned change of closing at 4:00pm on November 27, 2019, and December 31, 2019. The motion passed unanimously via voice vote.

Approval of Lynda.com purchase for FY 2019 in the amount of $15,750.00
MOTION: Nancy Henricksen moved and Diane Harris seconded to approve purchase of Lynda.com for FY 2019 in the amount of $15,750.00. The motion passed unanimously with the following trustees voting "aye:" Chavez, Gawlik, Harris, Markley, Henricksen, Boban, and Samalea.

In other new business, a discussion was held as to where to concentrate our efforts for the needed remodeling of both of our buildings. It is the consensus of the Board that we begin with the Ottawa Street Branch.

12. **Public Participation**---None

13. **Staff Reports**
Complete reports were included in the Board packet.

14. **Announcements**---We will return to the Ottawa St. Branch for our November Board Meeting.

15. **Closed Session**---None

16. **Adjournment**
MOTION: Lynn Samalea moved and Diane Harris seconded to adjourn the meeting at 8:27 p.m. The motion passed unanimously via voice vote

Dr. John L. Markley

President, Dr. Jack Markley

November 15, 2018

Date