



# JOLIET PUBLIC LIBRARY

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## MINUTES

Board of Trustees

Meeting Date: February 16, 2017

7:00 p.m. ~ Ottawa Street 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 16, 2017. The meeting convened at 7:03 pm. President Lynn Poper Samalea presiding and Secretary Essie Chavez present.

### 2. Pledge of Allegiance

Lizzie Matkowski led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

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

Trustees absent: None

Staff members attending were Megan Millen, Dena Dremonas-Panos, Helene Marzec, Lizzie Matkowski, Denise Zielinski, and Deb Fowler.

Patron Monica Guzman was also in attendance for the second half of the meeting.

### 4. Agenda Revision and Approval

**MOTION:** Jack Markley moved and Carol Boban seconded to approve the agenda as presented. The motion passed unanimously via voice vote.

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

**MOTION:** Jack Markley moved and Nancy Henricksen seconded to accept the minutes of the January 19, 2017 regular Board Meeting. The motion passed unanimously via voice vote.

### 6. Treasurer's Report

**MOTION:** Nancy Henricksen moved and Jack Markley seconded to accept and authorize for payment the 2/16/17 Accounts Payable for \$35,685.55, the Checks Written Since Last Board Meeting on January 19, 2017 in the amount of \$150,799.53, and the Summary of Electronic Payroll Transfers for 1/27/17 and 2/10/17 in the amount of \$224,187.90 for a total of \$410,672.98. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Ostrem, Boban, Gawlik, Harris, Samalea, Markley, and Chavez.

**MOTION:** Nancy Henricksen moved and Diane Harris seconded to accept and file for audit

the 1/31/17 (unaudited) Balance Sheet, the January Report of Accounts, Cash Drawers and Petty Cash. The motion passed unanimously with the following Trustees voting "aye:" Ostrem, Boban, Gawlik, Harris, Samalea, Markley, Chavez, and Henricksen.

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

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

**8. Executive Directors' Report – Megan Millen**

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

Executive Director Millen reported that the revised Personnel Handbook is ready for the Board to review and hopes to vote on its approval at the March 16, 2017 Board Meeting. It has been reviewed by our attorney. HR Generalist Dena Dremonas-Panos was in attendance to field any questions.

The Ottawa Street Staff/Kitchen Remodeling project is moving along and will be completed sooner than expected. The Staff Recognition Committee is planning a small celebration on the day it is unveiled. The Board is welcome to tour the area after it is open for staff use.

The first step in addressing the Library's Short Term Complex Goal: "Assess the condition of our buildings and maintenance needs in each facility" was completed with the walk through of the Ottawa Street building on January 16<sup>th</sup> by the consultant hired by the City of Joliet to conduct the building evaluations citywide. Positive comments were received regarding the condition of the building and equipment. The Black Road Branch walk through is scheduled for February 6<sup>th</sup>. A full report is expected in March.

Executive Director Millen reported that the estimate of replacing the full roof on the Ottawa Street building came in at disappointing \$1.1 million dollars. This is twice as much as expected, mainly due to the scaffolding and safety precautions that need to be in place because of the pitch of the roof. We're hoping to get the price down some and to begin work this summer.

Catherine Yanikoski has been hired as the new Deputy Director and she will start on Monday, March 13<sup>th</sup>. The JPL staff is looking forward to her joining our team. The next position to be filled will be the Finance Manager.

**ACTION ITEMS:**

**Approval of Resolution 2017-01 – Naming Megan Millen as Primary Account Authority for The Illinois Funds E-Pay Account**

**MOTION:** Nancy Henricksen moved and Diane Harris seconded to approve Resolution 2017-01 – Naming Megan Millen as Primary Account Authority for The Illinois Funds E-Pay Account. She is replacing Kevin Medows. The motion passed unanimously with the following Trustees voting "aye:" Boban, Gawlik, Harris, Samalea, Markley, Chavez, Henricksen, and Ostrem.

## **9. Committee Reports**

- a) **Executive** – President Samalea provided another update on the Jim Sczepaniak memorial plaque.
- b) **Buildings and Grounds** – A walk through of the Ottawa Street building was scheduled for Thursday, March 16<sup>th</sup> at Ottawa Street at 6:05 pm.
- c) **Finance** – No report
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report

## **10. Unfinished Business**

It was reported that \$2,254.93 in fines were forgiven during the Black Friday Sale, which ran from November 25<sup>th</sup> through December 3<sup>rd</sup>, 2016. Patrons were grateful for the opportunity to get their outstanding debt taken care of.

## **11. New Business**

There was discussion pertaining to the revised Personnel Handbook. HR Generalist Dena Dremonas-Panos answered questions as well as explained and justified changes made. The Board expressed their thanks and appreciation to Dena for all her hard work in bringing this handbook up-to-date.

## **12. Public Participation (regarding new business or other topics)**

Longtime patron, Monica Guzman, addressed the Board regarding adult programming, adult literacy, and the once a month movie offering for adults at the Ottawa Street Branch.

## **13. Staff Reports** – Included in the Board packet.

## **14. Announcements** – None

## **15. 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.

## **16. Adjournment**

**MOTION:** Jack Markley moved and Gail Gawlik seconded to adjourn at 8:40 pm. The motion passed unanimously via voice vote.

