

## MINUTES

Board of Trustees

Meeting Date: February 20<sup>th</sup>, 2020

7:00 p.m. -- Ottawa Street Branch – Marquette Meeting Room

### 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 Street, Joliet, Illinois on February 20<sup>th</sup>, 2020. The meeting convened at 7:00 p.m. with President Nancy Henricksen presiding.

### 2. Pledge of Allegiance

Jack Kelderhouse led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

Trustees present: Dr. John Markley, Nancy Henricksen, Lynn Samalea, Gail Gawlik,

Trustees absent: Essie Chavez, Emmie Ostrem, Diane Harris

Staff members attending were Megan Millen, Catherine Adamowski, Denise Zielinski, Jack Kelderhouse, Dawn Ritter, Laura Yanchick, and Dana Perry.

### 4. Agenda Revision and Approval

**MOTION:** Lynn Samalea moved and Gail Gawlik seconded to accept the agenda with the removal of the Tax Distribution Report. The motion carried unanimously via voice vote.

### 5. Minutes Review, Revision, and Approval

Regular Board Meeting—January 16<sup>th</sup>, 2020

**MOTION:** Jack Markley moved and Lynn Samalea seconded to approve the minutes of the January 16<sup>th</sup> regular Board meeting. The motion carried unanimously via voice vote.

**6. Treasurer's Report**

**MOTION:** Gail Gawlik moved and Lynn Samalea seconded to accept and authorize for payment the 2/20/20 Accounts Payable for \$80,371.34, the Checks Written since Last Board Meeting on 1/16/20 in the amount of \$168,562.52 and the Electronic Payroll Transfers for 1/22/20 and 2/7/20 in the amount of \$252,481.46, for a Total Accounts Payable of \$501,415.32. The motion passed unanimously with the following trustees voting "aye:" Samalea, Gawlik, Markley, Henricksen.

**MOTION:** Gail Gawlik moved and Lynn Samalea seconded to accept and file for audit the 2/20/20 Balance Sheet, the Report of Accounts and Cash Drawers. The motion passed unanimously with the following trustees voting "aye:" Samalea, Gawlik, Markley, Henricksen.

**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 some highlights of her report-

Two meetings with the architects have taken place since funding for Project Burnham has been secured. Department Managers have all provided written feedback which was presented to the architects for review. Upcoming meetings will go over HVAC, electrical, plumbing and interior design.

After attorney and auditor review, we will formally put \$4,000,000 into our Special Reserve Fund, allocated for Project Burnham.

**9. Deputy Director's Report---Catherine Y. Adamowski**

A complete Report was included in the Board Packet. Following, are some highlights of her report-

Three Adult Service Jobs were presented to the Board for their review, as we seek to update our Adult Service staffing model. Executive Director Adamowski proposed a Local History Librarian position, a revised Adult Services Manager

job description and the creation of an Assistant Manager of Adult Services position.

**10. Unfinished Business---None.**

**11. New Business**

**ACTION ITEMS:**

- **Approval of revised Adult Services Manager Job Description:**  
Gail Gawlik moved and Lynn Samalea seconded to approve the revised Adult Services Manager Job Description. The motion carried unanimously via voice vote.
- **Approval of new Adult Services Assistant Manager Job Description:**  
Lynn Samalea moved and Gail Gawlik seconded to approve the new Adults Services Assistant Manager Job. The motion carried unanimously via voice vote.
- **Approval of new Local History Librarian Job Description**  
Jack Markley moved and Lynn Samalea seconded to approve the new Local History Librarian Job Description. The motion carried unanimously via voice vote.
- **Motion to allocate \$4 million dollars into the Special Reserve Fund**  
Jack Markley moved and Gail Gawlik seconded to allocate \$4 million into the Special Reserve Fund  
The motion passed unanimously with the following trustees voting "aye:"  
Henricksen, Samalea, Gawlik and Markley
- **Motion to appoint Nancy Henricksen to the Interior Design Committee for Project Burnham**  
Lynn Samalea moved and Jack Markley seconded to appoint Nancy Henricksen to the Interior Design Committee for Project Burnham.  
The motion carried unanimously via voice vote.

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

**13. Staff Reports**

Denise Zielinski presented the Board with rack cards for SWD 2020.

Dawn Ritter thanked the Board for approving revised and new positions for the Adult Service Department and updated the Board on our growing Local History collection.

**14. Announcements**

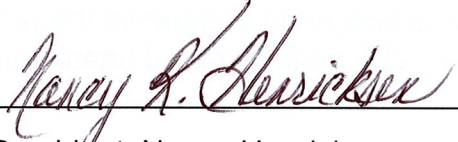
Candy VanTine and Denise Zielinski will be retiring in March, retirement parties for both will be held at the end of the month.

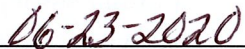
The Molly Zelko podcast, recorded in our very own Digital Media Studio continues to receive positive feedback.

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

**16. Adjournment**

**MOTION:** Gail Gawlik moved and Lynn Samalea seconded to adjourn the meeting at 7:39 p.m. The motion passed unanimously via voice vote.

  
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President, Nancy Henricksen

  
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Date