

## MINUTES

Board of Trustees

Meeting Date: March 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 March 15<sup>th</sup>, 2018. The meeting convened at 7:01 pm. President Jack Markley presiding.

### 2. Pledge of Allegiance

Nancy Henricksen led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

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

Staff members attending were Executive Director Megan Millen, Deputy Director Catherine Adamowski, Helene Marzec, Denise Zielinski, Dawn Ritter, Dena Panos, Vanessa Padilla, and Dana Perry. Also present were Mayor Bob O'Dekirk and City Manager, David Hales.

### 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:** Emmie Ostrem moved and Gail Gawlik seconded to approve the minutes of the February 15<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 3/15/18 Accounts Payable for \$72,629.73, the Checks Written Since Last Board Meeting on February 15<sup>th</sup>, 2018 in the amount of \$162,438.47, and the Summary of Electronic Payroll Transfers for 2/23/18, 3/9/18 in the amount of \$252,452.87 for a total of

\$487,521.07. The motion passed unanimously with the following Trustees voting “aye:” Samalea, Chavez, Gawlik, Ostrem, Markley, Henricksen, and Boban,

**MOTION:** Lynn Samalea moved and Nancy Henricksen seconded to accept and file for audit the 3/15/18 Balance Sheet, the March Report of Accounts, Cash Drawers and Petty Cash, and the Tax Distribution Report. The motion passed unanimously with the following Trustees voting “aye” Gawlik, 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.

Executive Director Millen reported our space planners, Anders Dahlgren and Michael Barnes, will conduct their first site visit on the same day as our April Board Meeting. This will include a detailed tour of our two branches, meeting with key staff members and attending our Board Meeting that evening.

Joliet Public Library has been receiving positive recognition for our efforts in servicing our homeless population. This positive feedback has resulted in RAILS requesting an interview with Executive Director Millen and Denise Zielinski on their podcast, Sparks with Dee Brennan.

**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 Summer Reading Programs, “We Want You Back/ fine forgiveness” proposal. Step one of this project includes requesting funding from The Friends to go 50/50 with JPL on the cost of printing and mailing post cards, encouraging patrons to come back to the Library over the summer and participate in our Summer Reading Challenge.

Hoopla is expected to launch by late March, allowing E-Books, Audiobooks, TV, Movies, Music and Comic Books available for instant, simultaneous access via online streaming.

**10. Unfinished Business**

There was no unfinished business at this point.

**11. ACTION ITEMS:**

**Approval of "We Want You Back" Summer Reading Fine Forgiveness Program:**

**MOTION:** Nancy Henricksen moved and Gail Gawlik seconded to approve the Summer Reading Fine Forgiveness Program. The vote passed unanimously with the following Trustees voting "aye": Gawlik, Ostrem, Markley, Henricksen, Boban, Samalea, and Chavez.

**Approval of "Building Services Coordinator" Job Description:**

**MOTION:** Nancy Henricksen moved and Lynn Samalea seconded to approve "Building Services Coordinator" Job Description. The vote passed unanimously with the following Trustees voting "aye": 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.

***Access Services***

Keisha elaborated on the fine forgiveness programs to be offered during our Summer Reading Program. The purpose of this plan is to help patrons reduce fines and encourage them to sign up for the Summer Reading Program. Patrons will be presented with the opportunity to "pay down" their fines and continue checking out items. To qualify, the patron must be a JPL card holder, sign up for the Summer Reading program, and must check out items at Joliet Public Library. Beginning June 3 through July 28, patrons with fines will be allowed to check out 5 items at a time. For every new item checked out and returned, \$1 will be waived from their account balance. In addition to this program, a \$10 credit will be applied to accounts in good standing after signing up for the Summer Reading program.

**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:** Emmie Ostrem moved and Lynn Samalea seconded to go into closed session at 7:25 pm to discuss the setting of a price for sale or lease of property owned by the public

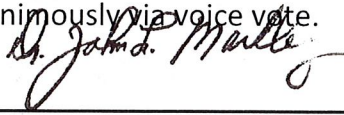


body. ( 5 ILCS 120/2 (c) (6) and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific Library employees as mandated under Section 2 in Chapter 5 of the IL Compiled Statutes Act 120. The motion passed unanimously with the following Trustees voting "aye" Markley, Henricksen, Boban, Samalea, Gawlik, Chavez and Ostrem.

**Motion:** Henricksen moved and Gawlik seconded to go back into Open Session at 9:01 p.m. The motion passed unanimously with the following Trustees voting "aye" Boban, Samalea, Gawlik, Ostrem, Markley, and Henricksen and Chavez.

**16. Adjournment-**

**MOTION:** Samalea moved and Gawlik seconded to adjourn at 9:01 pm. The motion passed unanimously via voice vote.



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President, Dr. John Markley

April 19, 2018

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Date