

MINUTES

Board of Trustees

Meeting Date: August 16, 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 August 16, 2018. The meeting convened at 7:00 p.m. with Vice President Nancy Henricksen presiding.

2. Pledge of Allegiance

Gail Gawlik led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Nancy Henricksen, Lynn Samalea, Essie Chavez, Gail Gawlik, Emmie Ostrem

Trustees absent: Carol Boban, Diane Harris and Dr. John Markley

Staff members attending were Megan Millen, Catherine Adamowski, Denise Zielinski, Helene Marzec, Keisha Mandara, Mallory Hewlett, Dawn Ritter, Eric Moon, Christina Special, Laura Yanchick, Chris Kernc, Jack Tegel, Vanessa Padilla and Dana Perry.

4. Resolution for Jack Tegel on his retirement

Lynn Samalea presented Jack Tegel his resolution for retirement, commending his 19 years of service. Jack has maintained and cared for our Local History collection, has assisted countless patrons all over the county in their historical pursuits and will retire from Joliet Public Library on August 31st, 2018.

5. Agenda Revision and Approval

MOTION: Lynn Samalea moved and Emmie Ostrem seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

6. Minutes review, revision, and approval---Regular Board Meeting---June 21, 2018

MOTION: Emmie Ostrem moved and Lynn Samalea seconded to approve the minutes of the June 21, 2018 regular Board Meeting. The motion carried unanimously via voice vote.

7. Treasurer's Report

MOTION: Lynn Samalea moved and Essie Chavez seconded to accept and authorize for payment the 8/16/18 Accounts Payable for \$55,115.65, the Checks Written since last Board Meeting on 6/21/18 in the amount of \$454,363.09, and the Summary of Electronic Payroll Transfers for 6/29/18, 7/13/18, 7/27/2018, 8/10/2018 in the amount of \$491,560.76 for a Total of \$1,001,039.50. The motion passed unanimously with the following trustees voting "aye:"

Samalea, Chavez, Gawlik, Ostrem and Henricksen

MOTION: Lynn Samalea moved and Gail Gawlik seconded to accept and file for audit the 8/16/18 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, Ostrem, Henricksen, and Samalea.

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

9. Executive Director's Report---Megan Millen

A complete report was included in the Board packet.

Following are a few highlights from her report.

Our space planner, Anders, met with our Leadership team on August 7th and began to block out a rough layout for each building. He will be returning in a few weeks to start finalizing basic plans and attending our September Board meeting to present results.

We have received our per capita grant from the state in the full amount for 2018.

Preliminary work began for our 2019 budget. Dena and Director Millen are working with a broker to get quotes for United Health Care, who is our current provider.

Director Millen will meet with City Manager, David Hales, to ensure that the Library's plans to remodel are addressed in their soon to be developed financial plan.

Denise and Director Millen delivered a free webinar to a sold out crowd on August 15th. The topic was, Star Wars Day: A Galactic Event.

10. Deputy Director's Report--- Catherine Adamowski

A complete report was included in the Board packet.

Following are a few highlights from her report.

Fine forgiveness and Library Rewards received a lot of positive feedback from Patrons. All the things we offer would not be possible without the hard work and dedication of our staff.

11. Summer Reading Presentation

Dawn Ritter and Laura Yanchick reported on the success of this year's Summer Reading Program. As a whole, over 4,690,562 pages were read and patrons redeemed over 10,000 prizes.

12. Unfinished Business---

Our JPL time capsule is due to be filled and resealed. Leadership will discuss how to move forward on this project.

13. New Business

ACTION ITEMS

Approval of Amended Bylaws

MOTION: Essie Chavez moved and Gail Gawlik seconded to approve the amended Bylaws. The motion passed unanimously with the following Trustees voting "aye:" Chavez, Gawlik, Ostrem, Henricksen, and Samalea

Approval of Communications Associate job description

MOTION: Emmie Ostrem moved and Lynn Samalea seconded to approve the job description for a Communications Associate. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Samalea, Ostrem, Gawlik and Chavez

Approval of Teen Outreach Librarian job description

MOTION: Gail Gawlik moved and Lynn Samalea seconded to approve to approve the job description for a Teen Outreach Librarian. The motion passed unanimously with the following Trustees voting "aye:" Gawlik, Chavez, Samalea, Ostrem and Henricksen.

Approval of Outreach Collection Approval Form

MOTION: Essie Chavez moved and Emmie Ostrem seconded to approve the Outreach Collection Approval Form. The motion passed unanimously with the following Trustees voting "aye:" Chavez, Ostrem, Samalea, Gawlik and Henricksen.

First Reading of Social Media Policy

First reading and discussion of Social Media Policy was presented to the board. Approval will be sought for this document at the September board meeting

First Reading of Marketing Plan

First reading and discussion of Marketing Plan was presented to the board. Approval will be sought for this document at the September board meeting

14. Public Participation (Regarding New Business or other topics)---None

15. Staff Reports

Complete reports were included in the Board packet.

Operations- Helene introduced our newest Building Service Coordinator, Eric Moon. In June and July maintenance completed 98 work requests.

Community Engagement- Denise reported on her efforts with the homeless coalition. In addition to meal packs, bottled water and hygiene kits, Prairie State Legal is interested in offering workshops on legal issues, as well as one on one consultations.

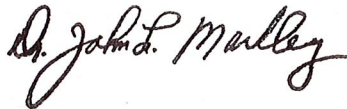
Access Services- Keisha thanked Staff for their constant effort during our busy summer months, including Summer Reading, Fine Forgiveness and complimented Chris Special on a successful Call Center being up and running.

16. Announcements---None

17. Closed Session---None

18. Adjournment

MOTION: Lynn Samalea moved and Gail Gawlik seconded to adjourn the meeting at 8:13 p.m. The motion passed unanimously via voice vote.



President, Dr. John Markley

September 20, 2018

Date