



## MINUTES

Board of Trustees

Meeting Date: September 20, 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 September 20, 2018. The meeting convened at 7:00 p.m. with President Dr. John Markley presiding.

### 2. Pledge of Allegiance

Diane Harris 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, Emmie Ostrem, Gail Gawlik (7:08)

Trustees absent: None

Staff members attending were Megan Millen, Catherine Adamowski, Helene Marzec, Denise Zielinski, Candy Van Tine, Laura Yanchick, Linda Ward Callaghan, Linda Ling, Vanessa Padilla, and Keith Folk.

Guests: Anders Dahlgren---Library Planning Associates, Inc.

Floyd Anderson---Wight

Lisa Schmidt---Wight

Jim Samalea

### 4. 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

### 5. Minutes review, revision, and approval---Regular Board Meeting---August 16, 2018

**MOTION:** Essie Chavez moved and Carol Boban seconded to approve the minutes of the August 16, 2018 regular Board Meeting. The motion carried unanimously via voice vote.

**6. Treasurer's Report**

**MOTION:** Lynn Samalea moved and Emmie Ostrem seconded to accept and authorize for payment the 9/20/18 Accounts Payable for \$100,621.99, the Checks Written since Last Board Meeting on 8/16/18 in the amount of \$143,372.92, and the Electronic Payroll Transfers for 8/24/18 and 9/7/18 in the amount of \$247,352.01 for a Total Accounts Payable of \$491,346.92. The motion passed unanimously with the following trustees voting "aye:" Samalea, Chavez, Harris, Ostrem, Markley, Henricksen, and Boban.

**MOTION:** Lynn Samalea moved and Essie Chavez seconded to accept and file for audit the 9/20/18 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, Harris, Ostrem, Markley, Henricksen, Boban, and Samalea.

**7. Presentation by Anders Dahlgren, Library Planning Associates: Space Needs Analysis---**

Anders Dahlgren provided a PowerPoint presentation of his findings of our space needs assessment. He had thoroughly viewed both buildings, met with administration, trustees, the Leadership Team, and the staff. His findings included potential usage of space for each level, at each building. Lisa Schmidt spoke about the conceptual budget costs for each building, stating the square footage being considered for renovation. The presentations provide us with a jumping off point for our discussions and planning.

**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.

Progress continues to be made on accomplishing both short term and long term goals from our Strategic Plan.

An update was given on the progress of the Director's goals.

Work continues on the budget for next year.

Staff voted and renamed Meeting Room B the Burnham Room.

#### **10. Deputy Director's Report**

A complete report was included in the Board packet.

#### **11. Unfinished Business---None**

#### **12. New Business**

##### **ACTION ITEMS**

##### **Approval of Social Media Policy**

**MOTION:** Diane Harris moved and Gail Gawlik seconded to approve the new Social Media Policy. The motion passed unanimously via voice vote.

##### **Approval of Marketing Plan**

**MOTION:** Nancy Henricksen moved and Lynn Samalea seconded to approve the Marketing Plan. The motion passed unanimously via voice vote

##### **Approval of Proposal from J.P. Phillips to Paint Meeting Room B for \$11,900**

**MOTION:** Carol Boban moved and Essie Chavez seconded to approve the proposal from J.P. Phillips to paint Meeting Room B for \$11,900. The motion passed unanimously with the following Trustees voting "aye:" Markley, Henricksen, Boban, Samalea, Chavez, Gawlik, Harris, and Ostrem.

In other New Business, two documents were presented for their First Reading.

First Reading of amended Meeting Room Policy

First Reading of the Crisis Communication Plan

The trustees held a discussion on the means to be used to evaluate the Director this year. Nancy Henricksen will prepare the evaluation forms and distribute them at the October Board Meeting. Completed forms will be mailed to Essie Chavez. She will prepare the summation. The Board will hold the review with the Director in early November.

#### **13. Public Participation---None**

#### **14. Staff Reports**

Complete reports were included in the Board packet.

Helene Marzec reported that the outdoor lighting is being improved at OSB in order to create a safer environment.



**15. Announcements---**President Markley graciously thanked the staff for all of the hard work that they do and for representing JPL out in the community. He thanked Director Millen for her diligent work on behalf of JPL, both in-house and in the community. He thanked the trustees for their contributions to the library. He thanked our guests from Library Planning Associates and Wight for being present this evening and for their comprehensive report.

**16. Closed Session---**None

**17. Adjournment**

**MOTION:** Diane Harris moved and Essie Chavez seconded to adjourn the meeting at 8:45 p.m. The motion passed unanimously via voice vote.



---

President, Dr. Jack Markley

October 18, 2018

Date