



MINUTES

Board of Trustees

Meeting Date: September 19th, 2019

7:00 p.m.--- Black Road Branch---Meeting Room F & E

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 19th, 2019. The meeting convened at 7:00 p.m. with President Nancy Henricksen presiding.

2. Pledge of Allegiance

Dr. Jack Markley led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Dr. John Markley, Nancy Henricksen, Emmie Ostrem, Lynn Samalea, Essie Chavez, Diane Harris and Gail Gawlik

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

4. Agenda Revision and Approval

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

5. Minutes Review, Revision, and Approval

Regular Board Meeting---August 15th, 2019

MOTION: Essie Chavez moved and Diane Harris seconded to approve the minutes of the August 15th, 2019 regular Board meeting. The motion carried unanimously via voice vote.

6. Treasurer's Report

MOTION: Gail Gawlik moved and Essie Chavez seconded to accept and authorize for payment the 9/19/19 Accounts Payable for \$124,520.36, the Checks Written since Last Board Meeting on 8/15/19 in the amount of \$116,841.02 and the Electronic Payroll Transfers for 8/23/19 and 9/6/19 in the amount of \$230,098.63, for a Total Accounts Payable for August of \$471,460.01. The motion passed unanimously with the following trustees voting "aye:" Samalea, Chavez, Gawlik, Harris, Ostrem, Markley, and Henricksen.

MOTION: Gail Gawlik moved and Diane Harris seconded to accept and file for audit the 8/31/19 Balance Sheet, the Report of Accounts, Cash Drawers, and Petty Cash, and tax distribution report. The motion passed unanimously with the following trustees voting "aye:" Chavez, Gawlik, Harris, Ostrem, Markley, Henricksen, and Samalea.

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

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

Executive Director Millen reported on Project Burnham, tours with city council members have taken place along with speaking engagements planned over the upcoming months.

Strategic Plan Quarterly Update: Implementing the change to how we calculate the cost of non-resident cards allows more affordable access to the library. We also have been working with several partners on the Census 2020.

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

Deputy Director Adamowski introduced our new Technology Manager, Jack Kelderhouse.

The DMS also hired three new Associates.

10. Unfinished Business--- Lynn Samalea thanked the JPL Staff for always going above and beyond their duties.

11. New Business

- **First draft of FY2020 Operating Budget without project Burnham increase**
- **First reading of revised Gift Policy-** The Board requested that the draft of the revised Gift Policy be sent to our attorney for review.

- **First reading of Donor Recognition Policy-** The Board requested that the draft of the Donor Recognition Policy be sent to our attorney for review.
- **Letter to MacMillan regarding their eBook policy-** Louise Svehla provided detailed information on MacMillan's proposed eBook policy.
- **The Board discussed and determined the procedure to be used for the 2019 Director's evaluation.**

ACTION ITEMS:

- **Approval of Photography and Videotaping Policy**

MOTION: Diane Harris moved and Gail Gawlik seconded to approve the Photography and Videotaping Policy as presented. The motion passed unanimously with the following trustees voting "aye:" Gawlik, Harris, Ostrem, Markley, Henricksen, Chavez, and Samalea.

- **Motion to approve sending letter of support for Amendment No. 3 of Joliet City Center TIF**

MOTION: Diane Harris moved and Dr. Jack Markley seconded to approve the letter of support as presented. The motion passed unanimously via voice vote.

12. Public Participation---None.

13. Staff Reports

Dawn Ritter complimented the Adult Services staff on the success of Burnham week and thanked them for their efforts.

14. Announcements--- 2019 ILA Annual Conference Trustee Day is October 24th

15. Closed Session---None.

16. Adjournment

MOTION: Lynn Samalea moved and Essie Chavez seconded to adjourn the meeting at 8:00 p.m. The motion passed unanimously via voice vote.

Esperanza Chavez
Secretary, Esperanza Chavez

October 13th, 2019
Date