

## **MINUTES**

Board of Trustees

Meeting Date: April 16<sup>th</sup>, 2020

Virtual Board Meeting

### **1. Convene and Call to Order**

A regular meeting of the Board of Trustees of the Joliet Public Library was held via Zoom on April 16<sup>th</sup>, 2020. The meeting convened at 7:00 p.m. with President Nancy Henricksen presiding.

### **2. Pledge of Allegiance**

Lynn Samalea led the group in the Pledge of Allegiance.

### **3. Roll Call of Trustees**

Trustees present: Dr. John Markley, Nancy Henricksen, Lynn Samalea, Gail Gawlik, Essie Chavez, Diane Harris and Emmie Ostrem (audio difficulties until Treasurer's Report)

Staff members attending were Megan Millen, Catherine Adamowski, Jack Kelderhouse, Dawn Ritter, Laura Yanchick, Andrea Sowers, Joe Masters, Louise Svehla, Mallory Hewlett, Linda Ling, Keisha Mandara and Dana Perry.

### **4. Agenda Revision and Approval**

**MOTION:** Lynn Samalea moved and Jack Markley seconded to accept the agenda. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris.

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

Regular Board Meeting—February 20<sup>th</sup>, 2020

**MOTION:** Lynn Samalea moved and Essie Chavez seconded to approve the minutes of the February 20<sup>th</sup> regular Board meeting. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris.

**6. Treasurer's Report**

**MOTION:** Gail Gawlik moved and Jack Markley seconded to accept and authorize for payment the 3/19/20 Accounts Payable for \$113,306.09 and 4/16/20 Accounts Payable for \$84,307.99, the Checks Written since Last Board Meeting on 2/20/20 in the amount of \$281,697.57 and the Electronic Payroll Transfers for 2/19/20, 3/04/20, 3/20/20, 4/1/20 in the amount of \$497,738.00, for a Total Accounts Payable of \$977,049.65. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris.

**MOTION:** Gail Gawlik moved and Diane Harris seconded to accept and file for audit the 3/19/20 and 4/16/20 Balance Sheet, the Report of Accounts and Cash Drawers. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris and Ostrem

**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-

Executive Director Millen thanked the Board for their support during these unprecedented times. Our Leadership Team has showed true leadership, working together to do whatever we can to serve our public remotely. A Safe Return Task Force is preparing to receive all our returned materials and safely interact with patrons and staff in the wake of COVID-19

Project Burnham continues to move forward unless we hear differently from the City of Joliet. Floorplans have been largely finalized.

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

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

Census 2020 plans have slightly adjusted but continue to move forward. While library staff is currently unable to assist the community in providing access to the technology they may need, Mallory and Amanda have been creatively using social media to help "Get the Count".

After several years of review, JPL will be discontinuing its hotspot loaning program beginning summer 2020. Despite popular demand, it is one that our library's budget cannot foster.

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

## **11.New Business**

### **ACTION ITEMS:**

- **Approval of FY2020-2021 Managed Services Provider Network Monitoring Service and IT Support Agreements (2) And Approval of Managed Services Provider Special Projects Retainer:**
- Gail Gawlik moved and Jack Markley seconded to approve the FY2020-2021 Managed Services Provider Network Monitoring Service and IT Support Agreements (2) And Approval of Managed Services Provider Special Projects Retainer: The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris, Ostrem.
- **Approval of Rock Run Crossings TIF District**  
Lynn Samalea moved and Emmie Ostrem seconded to approve the Rock Run Crossing TIF District. The motion passed with the following trustees voting "aye": Henricksen, Samalea, Chavez, Gawlik, Harris, Ostrem.  
"abstain": Markley



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

**13. Staff Reports**

Laura Yanchick congratulated Linda Atkinson on her retirement. We thank you, Linda, for your years of devotion to outreach, your devotion to becoming accessible to those who are homebound and changing the way we offer our services. You will be greatly missed, Linda.

Mallory Hewlett informed the Board that she and Amanda continue to push digital resources.

Jack Kelderhouse hired a new DMS supervisor and associate.

Dawn Ritter reported on Project HOPE. Donations of protective equipment continue to be left in our book drops.

Louise Svehla has accepted the Assistant Manager for Adult Services at Black Road and is thrilled to be in her new position.

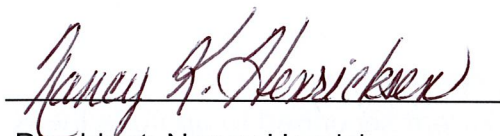
**14. Announcements**


Board President, Nancy Henricksen, thanked staff for their diligent work during the stay at home order.

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

**16. Adjournment**

**MOTION:** Lynn Samalea moved and Gail Gawlik seconded to adjourn the meeting at 8:12 p.m. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris, Ostrem.

  
President, Nancy Henricksen

  
Date