

## MINUTES

Board of Trustees

Meeting Date: August 20<sup>th</sup>, 2020

Virtual and In Person 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 and in person on August 20<sup>th</sup>, 2020. The meeting convened at 7:00 p.m. with President Nancy Henricksen presiding.

### 2. Pledge of Allegiance

Dana Perry 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, and Diane Harris

Absent: Gail Gawlik

Staff members attending were Megan Millen, Catherine Y. Adamowski, Jack Kelderhouse, Laura Yanchick, Linda Ling, Vanessa Padilla, Chris Kernc, Mallory Hewlett, Dawn Ritter, Joe Masters and Dana Perry.

### 4. Agenda Revision and Approval

**MOTION:** Lynn Samalea moved and Emmie Ostrem seconded to accept the agenda, with the exception of changing the Communications Coordinator Job Description from a First Reading to a Motion to Approve. The motion passed unanimously with the following trustees voting "aye": Henricksen, Ostrem, Markley, Samalea, Chavez and Harris.

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

Regular Board Meeting—July 16, 2020

**MOTION:** Jack Markley moved and Lynn Samalea seconded to approve the minutes of the July 16<sup>th</sup> regular Board meeting. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Harris and Ostrem

**6. Treasurer's Report**

**MOTION:** Lynn Samalea moved and Diane Harris seconded to accept and authorize for payment the 8/20/2020 Accounts Payable for \$115,531.20, the Checks Written since Last Board Meeting on 7/16/2020 in the amount of \$171,120.04 and the Electronic Payroll Transfers for 7/24/2020 and 8/7/2020 in the amount of \$237,689.50, for a Total Accounts Payable of \$524,340.74. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Harris, Chavez and Ostrem.

**MOTION:** Lynn Samalea moved and Jack Markley seconded to accept and file for audit the 8/20/2020 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, 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 informed the Board on the continued success of In Person Services. We continue to operate at limited hours, computer times have been extended and the drive through at Black Road remains steady and streamlined. Thank you to staff for their perseverance.

Project Burnham updates touched base on the bond sale from the city, and the grant application from the state. The Interior Design Committee continues to meet and pick out furnishings. A partnership with the Joliet Art Commission is also planned for the revamped DMS.

Our Communications Department continues to be instrumental as we share information with the public regarding Project Burnham among other Library news. Mallory Hewlett, Communications Coordinator will be promoted to a Manager, pending the Boards approval of the Job Description.

Human Resources Generalist, Dena Dremonas will update the Board in September on our health care carrier renewal.

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

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

Deputy Director Adamowski thanked the Staff for their efforts in our Summer Reading Program, special thanks to Laura, Dawn and their teams.

Partnerships with District 204 and District 86 continue to grow. More to follow on these growing relationships next month.

Joliet Public Library is leading the charge on promoting the Census. Current campaigns include billboards in high traffic areas and on the East Side and Downtown Joliet area. Ivan Padilla has been instrumental in reaching residents in these hard to count areas.

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

**11. New Business-**

**ACTION ITEMS:**

- **First Reading of Revised By Laws**
- **Approval of Job Description- Communications Manager**  
Diane Harris moved and Emmie Ostrem seconded to approve the Job Description for the Communications Manager position. The motion passed unanimously with the following trustees voting "aye" Heckricksen, Samalea, Chavez, Harris, Ostrem and Markley.
- **Motion to Engage Shales McNutt Construction for Construction Management at Risk Services**  
Lynn Samalea moved and Essie Chavez seconded to engage Shales McNutt Construction for Construction Management at Risk Services. The motion passed unanimously with the following trustees voting "aye" Heckricksen, Samalea, Chavez, Harris, Ostrem and Markley.



- **Motion to Approve Resolution 2020-01 to increase Executive Director's Spending Limit for Project Burnham**  
Lynn Samalea moved and Diane Harris seconded to approve Resolution 2020-01 to increase Executive Directors Spending Limit for Project Burnham. The motion passed unanimously with the following trustees voting "aye" Heckricksen, Samalea, Chavez, Harris, Ostrem and Markley.
- **Motion to Approve 2020 Circulation Policy**  
Emmie Ostrem moved and Jack Markley seconded to approve the 2020 Circulation Policy. The motion passed unanimously with the following trustees voting "aye" Heckricksen, Samalea, Chavez, Harris, Ostrem and Markley.
- **Motion to Approve Fee Schedule Changes**  
Jack Markley moved and Diane Harris seconded to approve the Fee Schedule Changes. The motion passed unanimously with the following trustees voting "aye" Heckricksen, Samalea, Chavez, Harris, Ostrem and Markley.
- **Motion to Approve DMS Policy Changes**  
Diane Harris moved and Essie Chavez seconded to approve the DMS Policy Changes. The motion passed unanimously with the following trustees voting "aye" Heckricksen, Samalea, Chavez, Harris, Ostrem and Markley.

## 12. Public Participation on non-Agenda Items---None.

## 13. Staff Reports

Mallory Hewlett thanked the Board for approving the Communications Manager Job description and looks forward to this opportunity for growth in the department.

Laura Yanchick informed the Board on her Youth Services Department Programs, including one in person program per month located outside the building. A big thanks to the DMS for assisting in editing Youth Services Story times.

Linda Ling vocalized her excitement about the new Launchpad Collection.

Joe Masters thanked the Board for approving to engage Shales McNutt Construction as our Construction Management firm.

Chris Kernc reiterated Black Roads Drive Through window success and thanked the Board for their enlightened decision to make JPL Fine Free.

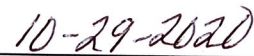
**14. Announcements** – President Henricksen wished the staff and fellow trustees a safe and happy Labor Day. Staff was thanked for their resilience during these unprecedented times

**15. Adjournment**

**MOTION:** Jack Markley moved and Diane Harris seconded to adjourn the meeting at 8:40 p.m. The motion passed unanimously with the following trustees voting “aye”: Henricksen, Markley, Samalea, Ostrem, Harris. (*Essie Chavez lost her connection after Staff Reports*)



President, Nancy Henricksen



Date