

MINUTES

Board of Trustees

Meeting Date: August 15th, 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 August 15th, 2019. The meeting convened at 7:00 p.m. with President Nancy Henricksen presiding.

2. Pledge of Allegiance

Helene Marzec led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Nancy Henricksen, Emmie Ostrem, Lynn Samalea, Gail Gawlik, and Diane Harris. Essie Chavez arrived at 7:03 p.m.

Staff members attending were Megan Millen, Catherine Adamowski, Helene Marzec, Denise Zielinski, Dena Dremonas, Laura Yanchick, Candy Van Tine, Chris Kernc, Keisha Mandara, and Andrea Sowers.

4. Agenda Revision and Approval

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

5. Minutes Review, Revision, and Approval

Regular Board Meeting---July 18th, 2019

MOTION: Diane Harris moved and Lynn Samalea seconded to approve the minutes of the July 18th, 2019 regular Board meeting. The motion carried unanimously via voice vote.

6. Treasurer's Report

MOTION: Gail Gawlik moved and Emmie Ostrem seconded to accept and authorize for payment the 8/15/19 Accounts Payable for \$56,776.58, the Checks

Written since Last Board Meeting on 7/18/19 in the amount of \$119,372.21 and the Electronic Payroll Transfers for 07/26/19 and 8/09/19 in the amount of \$237,035.48, for a Total Accounts Payable of \$413,184.27. The motion passed unanimously with the following trustees voting "aye:" Samalea, Chavez, Gawlik, Harris, Ostrem, and Henricksen.

MOTION: Gail Gawlik moved and Diane Harris seconded to accept and file for audit the 8/15/19 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, Henricksen, and Samalea.

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

8. Summer Reading Program

Laura Yanchick, Candy Van Tine and Keisha Mandara reported on the success of the summer reading program. Laura Yanchick reported that community outreach was an important element for the success of the program. Candy Van Tine reported that many adults participated with their children. She also thanked Heather Velazquez for her hard work in soliciting local businesses for prizes. She also thanked the Friends of the Library for their donations. Keisha Mandara reported that the summer reading program serves a large crowd and the patrons appreciate what we do.

9. Health Insurance Review – Dena Dremonas, HR Generalist

Dena Dremonas reported on the status of staff health and dental insurances for the upcoming year. The provider will remain Blue Cross/Blue Shield with a minimal increase. Open enrollment is scheduled for September 3, 2019.

10. Resolution Honoring Helene Marzec

A resolution honoring Helene Marzec as she retires on August 31, 2019 was read.

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

Executive Director Millen reported that she and the architects will present Project Burnham to the City Council on Monday, August 19, 2019 at 5:30 p.m. Letters of supports from various organizations will also be presented.

A new payroll system will be deployed by the City of Joliet by year's end. Staff is currently being trained on the new system.

The Building Services Manager position is expected to be filled early next week. Interviews are scheduled for the Technology Manager next week.

The early bird registration deadline for the October 24, 2019 ILA Trustee day is September 16, 2019. Reservations will be made as a group through the Business Office.

A copy of the revised statistics was distributed to all Board members.

At our request, the office of the City Finance Manager provided figures as to the impact of a \$6.5 million request for the Ottawa Street renovation to an average homeowner. For a \$200,000 home, the increase will be \$8 per year. For a \$150,000 home, the increase will be \$6 per year.

There are several industrial projects being planned by the City of Joliet which will generate new revenues to the Joliet Public Library.

Nancy Henricksen inquired as to the status of the Daniel Burnham promotions in September. Megan Millen and Catherine Yanikoski reported that there are several events planned and they are listed in the program guide.

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

Deputy Director Adamowski informed the Board that Keith Folk will be returning soon from his medical leave and the Digital Media Studio will reopen on September 3, 2019. Open DMS positions are being filled at this time.

Deputy Director Adamowski stated how important the summer reading program is to the Joliet community. She acknowledged the amount of work required to plan and execute the summer reading program and thanked all staff involved. She also acknowledged the importance of sponsorships and stated that the organizations are recognized for their support through logos and graphics on our website and receipts.

13. Unfinished Business---None.

14. New Business

ACTION ITEMS:

First Reading of Photography and Videotaping Policy

Deputy Director Adamowski presented to the Board of Trustees the Photography and Videotaping Policy for a first reading. The approval of the policy will be an agenda item for the September Board of Trustees meeting.

15. Public Participation---None.

16. Staff Reports

Denise Zielinski reported that the monthly statistics now include computer guest passes.

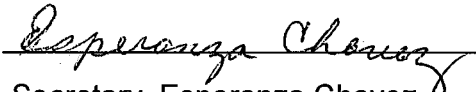
Laura Yanchick reported that we are saying good bye to Krysta Moyes who has been with the Library 6-7 years.

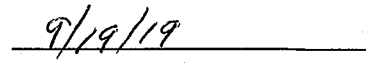
17. Announcements---None

18. Closed Session---None.

19. Adjournment

MOTION: Diane Harris moved and Gail Gawlik seconded to adjourn the meeting at 7:51 p.m. The motion passed unanimously via voice vote.


Secretary, Esperanza Chavez


Date