

MINUTES

Board of Trustees

Meeting Date: July 18th, 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 July 18th, 2019. The meeting convened at 7:00 p.m. with President Dr. John Markley presiding.

2. Pledge of Allegiance

Nancy Henricksen 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. Gail Gawlik arrived at 7:15 p.m.

Staff members attending were Megan Millen, Catherine Adamowski, Helene Marzec, and Chris Special.

4. Agenda Revision and Approval

MOTION: Nancy Henricksen moved and Diane Harris seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

5. Oath of Officers

The Oath of Office was taken by the following Trustees for their respective offices:

Nancy Henricksen – President
Lynn Samalea – Vice President
Essie Chavez – Secretary
Gail Gawlik – Treasurer

After the oaths were taken, Former President Markley passed the gavel to incoming President Henricksen who then presided over the rest of the meeting.

6. Minutes Review, Revision, and Approval

Regular Board Meeting---June 20th, 2019

MOTION: Emmie Ostrem moved and Lynn Samalea seconded to approve the minutes of the June 20th, 2019 regular Board meeting. The motion carried unanimously via voice vote.

7. Treasurer's Report

MOTION: Lynn Samalea moved and Jack Markley seconded to accept and authorize for payment the 7/18/19 Accounts Payable for \$201,997.38, the Checks Written since Last Board Meeting on 6/20/19 in the amount of \$150,598.85 and the Electronic Payroll Transfers for 6/28/19 and 7/12/19 in the amount of \$240,371.01, for a Total Accounts Payable for July of \$592,967.24. The motion passed unanimously with the following trustees voting "aye:" Samalea, Chavez, Harris, Ostrem, Markley, and Henricksen.

MOTION: Lynn Samalea moved and Diane Harris seconded to accept and file for audit the 7/18/19 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, Harris, Ostrem, Markley, Henricksen, and Samalea.

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

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

Executive Director Millen informed the Board of an action item to approve a Technology Manager position. This position will cover the other half of Helene's current duties.

Helene's retirement party will be held on August 29th from 12:00-2:00 p.m. in the OSB break room. All Board members are invited to attend.

A Daniel Burnham celebration week is planned for the week of September 3 – 8 to highlight our beautiful and historic Ottawa Street building.

We are beginning to examine the possibility of a fundraiser for additional financial support for Project Burnham. We hope to partner with the local Art Movement, Inc. and the Friends to decorate unused carrels located in the Ottawa Street attic. The decorated carrels would be acquired by people or organizations through a silent auction. A firm date has not been set yet but we are considering a November timeframe.

Executive Director Millen shared with the Board the PowerPoint presentation used by Engberg Anderson at the City of Joliet Finance Committee meeting on

Tuesday, July 16, 2019.

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

Deputy Director Adamowski updated the Board on the current changes being made to the Digital Media Studio which includes a larger space, streamlined services, and new signage and branding. The Digital Media Studio is expected to reopen in early September.

Deputy Director Adamowski presented to the Board the details of the changes to the Acceptable Library Use Policy, formally known as Rules of Conduct Policy. The Acceptable Library Use Policy is an action item on tonight's agenda.

11. Unfinished Business---None.

12. New Business

ACTION ITEMS:

Motion to approve Acceptable Library Use Policy, formally known as Rules of Conduct Policy

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

Motion to approve Technology Manager job description

MOTION: Diane Harris moved and Lynn Samalea seconded to approve the Technology Manager job description as presented. The motion passed unanimously via voice vote.

13. Public Participation---None.

14. Staff Reports

Helene Marzec reported on issues related to fire safety sensors and mechanical equipment over the last week at the Ottawa Street building. All issues have been successfully resolved.

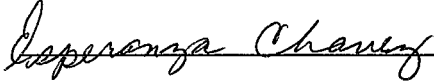
Chris Special reported that the Call Center celebrated its one year anniversary with a total of 15,544 incoming calls being handled during its first year. She stated that the goal was to resolve 80% of incoming calls on first touch. The Call Center met their goal at 80% or higher each month over the last 12 months. Chris also stated that the chat services feature is thriving.

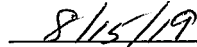
15. Announcements---Nancy Henricksen thanked Dr. Jack Markley for his service as President for the last two years.

16. Closed Session---None.

17. Adjournment

MOTION: Essie Chavez moved and Emmie Ostrem seconded to adjourn the meeting at 8:01 p.m. The motion passed unanimously via voice vote.


Secretary, Esperanza Chavez


Date