



MINUTES

Board of Trustees

Meeting Date: September 21, 2017

7:00 p.m. ~ Black Road Branch – Meeting Rooms E & F

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 21, 2017. The meeting convened at 7:00 pm. Vice President Nancy Henricksen presiding and Secretary Carol Boban present.

2. Pledge of Allegiance

Diane Harris led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Nancy Henricksen, Carol Boban, Lynn Samalea, Essie Chavez, Gail Gawlik, and Diane Harris

Trustees absent: Jack Markley and Emmie Ostrem

Staff members attending were Megan Millen, Catherine Yanikoski, Keith Folk, Helene Marzec, Janie Rodriguez, Laura Yanchick, and Denise Zielinski.

Library patron Deb Fowler and Deputy City Manager/Economic Development Director Steve Jones were also present.

4. Agenda Revision and Approval

An agenda revision was made to move a presentation on Innovation Pavilion up on the agenda.

MOTION: Gail Gawlik moved and Diane Harris seconded to approve the agenda with the aforementioned revision. The motion passed unanimously via voice vote.

A presentation pertaining to Innovation Pavilion and their plans to develop downtown Joliet, which also includes the Joliet Public Library, was given by Steve Jones, Deputy City Manager/Economic Development Director. Mr. Jones provided background information on Innovation Pavilion along with their vision to incorporate an innovative campus in downtown Joliet and make it a destination place for millennials. Some of the elements in this campus include a Makerspace and 21st Century library, corporate suites, retail space,

help people who don't have the capital to start their own business and allow them to network and make connections with other businesses and community organizations. The City of Joliet will provide the land in exchange for the development of the campus. Mr. Jones stated that this project is intended to tell millennials they have a place in Joliet and technology companies have a place in Joliet. It's low risk and high reward.

After Mr. Jones presentation, Executive Director Millen and Board Treasurer Lynn Samalea provided reports and photos pertaining to their observations from the Colorado trip in early September. They also fielded questions from the other Board Trustees.

5. Minutes review, revision, and approval

MOTION: Carol Boban moved and Lynn Samalea seconded to approve the minutes of the August 17, 2017 regular Board Meeting as presented. The motion passed unanimously via voice vote.

6. Treasurer's Report

MOTION: Lynn Samalea moved and Diane Harris seconded to accept and authorize for payment the 9/21/17 Accounts Payable for \$80,938.66, the Checks Written Since Last Board Meeting on August 17, 2017 in the amount of \$152,837.33, and the Summary of Electronic Payroll Transfers for 8/25/17 and 9/8/17 in the amount of \$240,778.29 for a total of \$474,554.28. The motion passed unanimously with the following Trustees voting "aye:" Samalea, Chavez, Gawlik, Harris, Henricksen, and Boban.

MOTION: Lynn Samalea moved and Essie Chavez seconded to accept and file for audit the 8/31/17 Balance Sheet, the August Report of Accounts, Cash Drawers and Petty Cash, and the Tax Distribution Report. The motion passed unanimously with the following Trustees voting "aye:" Chavez, Gawlik, Harris, Henricksen, Boban, and Samalea.

7. Public Participation (Regarding the current agenda's ACTION ITEMS)

There was no public participation at this point in the meeting.

Diane Harris left the Board Meeting at 8:02 pm.

8. Executive Director's Report

A complete report was included in the Board packet. Following are highlights from her report.

The tentative FY2018 budget was discussed and Executive Director Millen explained her justification for changes to some line items. The final FY2018 budget will come before the Board at the October 19th Board Meeting. She also reported that she is the Chairperson of the Owners & Managers Association.

9. Deputy Director's Report – Catherine Yanikoski

A complete report was included in the Board packet. Following are highlights from her report.

Deputy Director Yanikoski reported that she is looking to hire another Digital Media Studio Associate. The Adult Services Managers and Librarians collaborated on a \$5,000 Reader's Advisory Grant application submission to Library Aware (Demco) in early September. In an effort to assist students who are not served by Joliet Public Library, and in partnership with School District 86, the concept of a traveling book collection was born. This concept would pass along older or additional copies of books to District 86 students.

10. Committee Reports

- a) **Executive** – No report
- b) **Buildings and Grounds** – No report
- c) **Finance** – No report
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report

11. Unfinished Business – Discussion on Bylaws Changes

The Board discussed some of the minor changes to the current Bylaws document. The Bylaws will be presented to the Board for a second reading and approval at the October 19th Board Meeting.

12. New Business

ACTION ITEM:

Request approval on Administrative Services Coordinator, Financial Associate, and Office Assistant job descriptions

With the departure of Debra Fowler, it was an ideal time to review the job descriptions of the Business Office Staff.

MOTION: Gail Gawlik moved and Essie Chavez seconded to approve the Administrative Services Coordinator, Financial Associate, and Office Assistant job descriptions as presented. The motion passed unanimously via voice vote.

Vice President Henricksen explained that the Executive Director's evaluation needs to be done by the November Board Meeting. Each Trustee will be given a form to complete and Trustee Chavez will compile the answers.

13. Public Participation (regarding new business or other topics)

There was no public participation.

14. Staff Reports – Completed reports were included in the Board packet.

Some highlights included a status update of the Ottawa Street Branch roof replacement project, which is going well; this year's Giving Tree will help support the Spanish Community Center; there were school presentations on our OPAC (the Library's public catalog) to help increase searchability; and our DMS staff has been busy with conducting interviews for the Illinois Veterans History Project.

15. Announcements – None

16. Closed Session – Adjourn to discuss minutes of meetings lawfully closed under the Open Meetings Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)(21)) and destruction of verbatim recordings prior to March 2016.

MOTION: Carol Boban moved and Essie Chavez seconded to go into Closed Session at 8:52 pm to discuss the minutes of meetings lawfully closed under the Open Meetings Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)(21)) and destruction of verbatim recordings prior to March 2016. The motion passed unanimously with the following Trustees voting “aye:” Boban, Samalea, Chavez, Gawlik, and Henricksen.

MOTION: Lynn Samalea moved and Essie Chavez seconded to go back into Open Session at 9:04 pm. The motion passed unanimously with the following Trustees voting “aye:” Henricksen, Boban, Samalea, Chavez, and Gawlik.

17. Adjournment

MOTION: Essie Chavez moved and Gail Gawlik seconded to adjourn at 9:06 pm. The motion passed unanimously via voice vote.



Jack Markley, President

10/19/17

Date