



## MINUTES

Board of Trustees

Meeting Date: November 16, 2017

7:00 p.m. Ottawa St. Branch— Meeting Room B

### 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, 150 N. Ottawa St., Joliet, Illinois on November 16, 2017. The meeting convened at 7:00 pm. Vice President Nancy Henricksen presiding.

### 2. Pledge of Allegiance

Megan Millen led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

Trustees present: Nancy Henricksen, Lynn Samalea, Essie Chavez, Gail Gawlik, and Emmie Ostrem.

Trustees absent: Carol Boban and Jack Markley

Staff members attending were Megan Millen, Catherine Yanikoski, Keith Folk, Helene Marzec, Laura Yanchick, Denise Zielinski, Linda Ward-Callaghan, Keisha Mandara, Leslie Eggman and Dana Perry.

### 4. Agenda Revision and Approval

MOTION: Lynn Samalea moved and Gail Gawlik seconded to approve agenda as presented. The motion passed unanimous via voice vote

### 5. Minutes review, revision, and approval

MOTION: Emmie Ostrem moved and Essie Chavez seconded to approve the minutes of the October 19<sup>th</sup>, 2017 regular Board Meeting as presented and November 8<sup>th</sup> Directors Review, Special Board Meeting. The motion passed unanimously via voice vote.

enhancement plan that will encourage families, particularly families in unincorporated districts, to get library cards, have schools invest in their libraries and, most importantly, encourage children to explore books and read.

- 10. Unfinished Business** – Vice President Nancy Henricksen encouraged The Board and Staff to forward any ideas of where to place the plaque honoring late Board President, James Szczepaniak, to Dana Perry.

**11. ACTION ITEM:**

**Approval of Virtual Services Supervisor and Virtual Services Clerk Position:**

**MOTION:** Lynn Samalea moved and Gail Gawlik seconded to approve the Virtual Services Supervisor and Virtual Services Clerk Position. The vote passed unanimously via voice vote.

**Approval of 2018 Fund Balance Distribution:**

**MOTION:** Lynn Samalea moved and Gail Gawlik seconded to approve the 2018 Fund Balance Distribution. The motion passed unanimously with the following Trustees voting “aye”: Henricksen, Samalea, Chavez, Gawlik, Harris, and Ostrem.

**Approval of Resolution #2017-03 Authorizing PMA to provide Investment Services for the Joliet Public Library**

**MOTION:** Lynn Samalea moved and Emmie Ostrem seconded to approve the Resolution #2017-03. The motion passed unanimously with the following trustees voting “aye”: Henricksen, Samalea, Chavez, Gawlik, Harris, and Ostrem.

**12. Public Participation (regarding new business or other topics)**

There was no public participation.

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

Dana informed the Board of Trustees, along with fellow staff members, that an archived file in the Business Office revealed JPL created a Time Capsule 25 years ago, due to be opened in October 2017. With help from the Maintenance Department the capsule was located in the basement of Ottawa Street Branch. We will have a Time Capsule Opening Ceremony at our next Board Meeting, December 21<sup>st</sup>, 2017.

**14. Announcements –**

There were no announcements

**15. Closed Session – Adjourn to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific Library employees (5 ILCS 120/2(c)(1))**

There was no closed Session