



MINUTES

Board of Trustees

Meeting Date: October 19, 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 October 19, 2017. The meeting convened at 7:00 pm. President Dr. John Markley presiding and Vice President Nancy Henricksen present.

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, Lynn Samalea, Essie Chavez, Gail Gawlik, Emmie Ostrem and Diane Harris

Trustees absent: Carol Boban

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

Library patron Deb Fowler and Mary Kransberger were also present.

4. Agenda Revision and Approval

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

5. Minutes review, revision, and approval

MOTION: Nancy Henricksen moved and Diane Harris seconded to approve the minutes of the September 21st, 2017 regular Board Meeting as presented. The motion passed unanimously via voice vote.

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 – Annual Review of Executive Director

Executive Director Evaluation forms were handed out to each trustee. Completed forms are to be returned to Essie Chavez by October 26th, 2017. She will compile the results and produce a Summation to be used at the face-to-face evaluation. President Markley scheduled a special Committee of the Whole Meeting for Wednesday, November 8, 2017, at 7P.M. to be held at Black Road Branch. The purpose of this meeting will be to conduct the annual evaluation of the Executive Director.

12. ACTION ITEM:

Approval of Revised By laws:

MOTION: Nancy Henricksen moved and Lynn Samalea seconded to approve the Revised By Laws. The motion passed unanimously with the following Trustees voting “aye”: Gail Gawlik, Diana Harris, Emmie Ostrem, Jack Markley, Gail Gawlik.

Approval of Memorandum of Extension of Book and Bean License Agreement

MOTION: Lynn Samalea moved and Nancy Henricksen seconded to approve the Extension of the Book and Bean Agreement. The motion passed unanimously with the following trustees voting “aye”: Diane Harris, Emmie Ostrem, Jack Markley, Essie Chavez, and Gail Gawlik.

Approval of FY2018 Operating Budget

MOTION: Nancy Henricksen moved and Gail Gawlik seconded to approve the FY2018 Operating Budget. The motion passed unanimously with the following trustees voting “aye”: Emmie Ostrem, Jack Markley, Lynn Samalea, Essie Chavez, and Diane Harris

Approval of 2018 Holiday Schedule- President Markley suggested that the Library close at 4 P.M. instead of 5 P.M. on Thanksgiving Eve, Motion made with the suggestion change.

MOTION: Diane Harris moved and Gail Gawlik seconded to approve the 2018 Holiday Schedule. The motion passed unanimously with the following trustees voting “aye”: Jack Markley, Nancy Henricksen, Lynn Samalea, Essie Chavez, Gail Gawlik, Diane Harris, and Emmie Ostrem

Approval of Opening at 1:00 P.M. on Friday December 1, 2017 for a Staff In- Service.

MOTION: Lynn Samalea moved and Gail Gawlik seconded to approve opening at 1P.M. on Friday, December 1, 2017 for a Staff In-Service. The motion passed unanimously with the following trustees voting “aye”: Nancy Henricksen, Lynn Samalea, Essie Chavez, Gail Gawlik, Diane Harris, Emmie Ostrem, and Jack Markley.