

# AGENDA

Joliet Public Library Board of Trustees Meeting  
3395 Black Road – Meeting Room F  
December 20<sup>th</sup> 2018

## AGENDA NOTICE

Agendas are posted  
48 hours prior to a meeting  
at this site and on the Library's  
website at [www.jolietlibrary.org](http://www.jolietlibrary.org).

- 1) Convene and Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call of Trustees
- 4) Agenda revision and approval
- 5) Minutes review, revision, and approval
  - Regular Board Meeting – October 18<sup>th</sup>, 2018
  - Committee of the Whole Meeting – October 18<sup>th</sup>, 2018
- 6) Treasurer's Report
  - Schedule of Accounts Payable
    - i) Accounts Payable November 15<sup>th</sup>, 2018 - \$61,419.41
    - ii) Accounts Payable December 20<sup>th</sup>, 2018- \$118,278.24
    - iii) Checks Written Since Last Board Meeting on October 18<sup>th</sup>, 2018- \$136,661.42
    - iv) Checks Written Since Last Board Meeting on November 15<sup>th</sup>, 2018- \$185,663.66
    - v) Electronic Payroll Transfers 10/19/18, 11/2/2018 - \$245,719.62
    - vi) Electronic Payroll Transfers 11/16/18, 11/30/18 12/14/18 - \$382,903.88

**TOTAL ACCOUNTS PAYABLE- November: \$443,800.45**  
**TOTAL ACCOUNTS PAYABLE- December: \$686,845.78**
  - Financial Reports
    - i) Balance Sheet 11/15/18 and 12/20/18
    - ii) Report of Accounts, Cash Drawers and Petty Cash
    - iii) Tax Distribution Report
- 7) Public Participation (Regarding the current agenda's ACTION ITEMS)
- 8) Executive Director's Report – Strategic Plan Update
- 9) Deputy Director's Report
- 10) Unfinished Business
- 11) New Business
  - ACTION ITEMS:
    - Motion to approve MagBox purchase in the amount of \$12,554.05
    - Motion to approve amended DMS Policy
    - Motion to approve proposal from Library Planning Associates for Building Schematic Program not to exceed \$30,965.00
    - Motion to approve purchase of four security cameras from Videotec Corporation in the amount of \$11,951.93
    - Motion to approve updated Fee Schedule
    - Review of Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014."
    - Review chapters 6-10 of the "Trustee Facts File Third or Fourth Edition," <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf> placing particular emphasis on Chapter 8, "Human Resources."
- 12) Public Participation
- 13) Staff Reports
- 14) Announcements
- 15) Closed Session
- 16) Adjournment

FYI - The next meeting of the Joliet Public Library Board of Trustees is scheduled for 7:00 p.m., Thursday, January 17<sup>th</sup>, 2019 in the Burnham Meeting Room at the Ottawa Street Branch, 150 North Ottawa St., Joliet, IL 60432. Any person needing an accommodation for a disability in order to attend a Board Meeting at the Library should contact a Community Engagement staff member by telephone at 815-846-3112, by email at [ada@jolietlibrary.org](mailto:ada@jolietlibrary.org) or in writing, not less than five (5) working days prior to the meeting.