

MINUTES

Board of Trustees

Meeting Date: December 20th, 2018

7:00 p.m.---Ottawa St. Branch---Burnham Room

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 December 20th, 2018. The meeting convened at 7:05 p.m. with President Dr. John Markley presiding.

2. Pledge of Allegiance

Helene Marzec led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Dr. John Markley, Nancy Henricksen, Essie Chavez, Diane Harris, Emmie Ostrem.

Trustees absent: Carol Boban, Lynn Samalea, Gail Gawlik

Staff members attending were Megan Millen, Catherine Adamowski, Helene Marzec, Denise Zielinski, Keith Folk, Vanessa Padilla, Leslie Eggman and Dana Perry.

4. Agenda Revision and Approval

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

5. Minutes review, revision, and approval---Regular Board Meeting and Committee of the Whole Meeting ---October 18, 2018

MOTION: Nancy Henricksen moved and Diane Harris seconded to approve the minutes of the October 18th, 2018 regular Board Meeting and October 18th, 2018 Committee of the Whole Meeting. The motion passed unanimously via voice vote.

6. Treasurer's Report

MOTION: Nancy Henricksen moved and Emmie Ostrem seconded to accept and authorize for payment the 11/15/18 Accounts Payable for \$61,419.41, 12/20/18 Accounts Payable for \$118,278.24 the Checks Written since Last Board Meeting on 10/18/18 in the amount of \$136,661.42, and Checks written since last Board Meeting on 11/15/18 in the amount of \$185,663.66 and the Electronic Payroll Transfers for 10/19/18 and 11/2/18 in the amount of \$245,719.62, and 11/16/18, 11/30/18 and 12/14/18 in the amount of 382,912.84 for a Total Accounts Payable for November of \$443,800.45 and Total Accounts Payable for December of 686,854.74. The motion passed unanimously with the following trustees voting "aye:" Chavez, Harris, Ostrem, Markley, and Henricksen

MOTION: Nancy Henricksen moved and Diane Harris seconded to accept and file for audit the 11/15/18 and 12/20/18 Balance Sheet, the Report of Accounts, Cash Drawers, and Petty Cash, and the Tax Distribution Report. The motion passed unanimously with the following trustees voting "aye:" Chavez, Harris, Ostrem, Markley, and Henricksen.

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

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

Moving forward with Project Burnham, our next step, as outlined in the report from Library Planning Associates is to prepare a schematic building program statement. In preparation for this project, Anders Dahlgren is visiting the core Project Burnham Team in December.

Also included in her report, Executive Director Millen went over her Strategic Plan Update, covering short term and long term goals that continue to be completed.

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

This month a revised Digital Media Studio Policy was brought before the Board. Several changes were recommended, both in policy and procedure.

The Ottawa St. Branch is in the beginning stages of a first floor reorganization, which includes uniting our Youth Services collection and shifting of Adult Fiction materials.

A special thanks to the Board for approving the purchase of Lynda.com. We are preparing to launch this service by early January.

10. Unfinished Business-

11. New Business

ACTION ITEMS

Approval of MagBox purchase in the amount of \$12,554.05

MOTION: Nancy Henricksen moved and Diane Harris seconded to approve the approval of MagBox purchase in the amount of \$12,554.05. The motion passed unanimously with the following trustees voting "aye:" Harris, Ostrem, Markley, Henricksen and Chavez.

Approval of DMS Policy

MOTION: Diane Harris moved and Nancy Henricksen seconded to the revised DMS Policy. The motion passed unanimously via voice vote.

Approve proposal from Library Planning Associates for Building Schematic Program not to exceed \$30,965.00

MOTION: Nancy Henricksen moved and Emmie Ostrem seconded to approve the proposal from Library Planning Associates for Building Schematic Program not to exceed \$30,965.00. The motion passed unanimously with the following trustees voting "aye:" Markley, Henricksen, Chavez, Harris, Ostrem.

Approve purchase of four security cameras from Videotec Corporation in the amount of \$11,951.93

MOTION: Diane Harris moved and Essie Chavez seconded to approve the purchase of four security cameras in the amount of \$11,951.00. The motion passed unanimously with the following trustees voting "aye:" Henricksen, Chavez, Harris, Ostrem, Markley.

Approval of updated Fee Schedule

MOTION: Essie Chavez moved and Nancy Henricksen seconded to approve the updated Fee Schedule. The motion passed unanimously via voice vote

Review of Chapter 8, Public Services: Reference and Readers Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014

Review chapters 6-10 of the "Trustee Fact File Third or Fourth Edition" placing particular emphasis on Chapter 8, "Human Resources."

12. Public Participation---None

13. Staff Reports

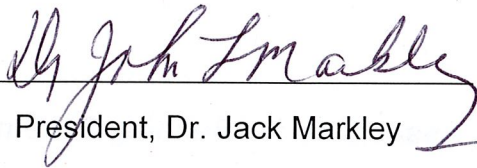
Complete reports were included in the Board packet.

14. Announcements---None

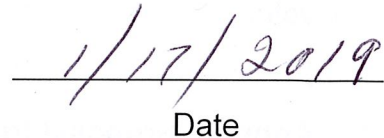
15. Closed Session---None

16. Adjournment

MOTION: Diane Harris moved and Essie Chavez seconded to adjourn the meeting at 7:55 p.m. The motion passed unanimously via voice vote



President, Dr. Jack Markley



Date