

MINUTES

Board of Trustees

Meeting Date: December 19th, 2019

7:00 p.m. -- Ottawa Street 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 Street, Joliet, Illinois on December 19th, 2019. The meeting convened at 7:00 p.m. with President Nancy Henricksen presiding.

2. Pledge of Allegiance

Dawn Ritter led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Dr. John Markley, Nancy Henricksen, Essie Chavez and Diane Harris. Emmie Ostrem arrived at 7:20 p.m.

Trustees absent: Gail Gawlik, Lynn Samalea

Staff members attending were Megan Millen, Catherine Adamowski, Denise Zielinski, Jack Kelderhouse, Dawn Ritter, Stephanie Saldana and Dana Perry.

4. Agenda Revision and Approval

MOTION: Diane Harris 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—November 21st, 2019

MOTION: Jack Markley moved and Diane Harris seconded to approve the minutes of the November 21st, 2019 regular Board meeting. The motion carried unanimously via voice vote.

6. Treasurer's Report

MOTION: Essie Chavez moved and Jack Markley seconded to accept and authorize for payment the 12/19/19 Accounts Payable for \$99,252.83, the Checks Written since Last Board Meeting on 11/21/19 in the amount of \$108,120.20 and the Electronic Payroll Transfers for 11/29/19 and 12/13/19 in the amount of \$247,815.88, for a Total Accounts Payable for November of \$455,188.91. The motion passed unanimously with the following trustees voting "aye:" Chavez, Harris, Markley, and Henricksen. Absent: Ostrem

MOTION: Essie Chavez moved and Diane Harris seconded to accept and file for audit the 12/19/19 Balance Sheet, the Report of Accounts and Cash Drawers, and Tax Distribution Report. The motion passed unanimously with the following trustees voting "aye:" Chavez, Harris, Markley, and Henricksen,. Absent: Ostrem.

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

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

Executive Director Millen updated the Board on Project Burnham updates, along with the date that City Council will determine if they are going to include Project Burnham in their 2020 budget.

Informed Trustees of Per Capita Grant requirements and our upcoming transition into Paychex.

Introduced exploring Fine Free in 2021.

Updated the Board on the Strategic Plan progress.

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

Deputy Director Adamowski informed the Board of our fee schedule updates along with seeking formal creation of part time ELL-Spanish Services Associate.

We are also pleased to announce that JPL will be offering Fold3, a military genealogy database.

10. Unfinished Business---None.

11. New Business

ACTION ITEMS:

- **Motion to approve ELL/Spanish Services Job Description:**
Jack Markley moved and Emmie Ostrem seconded to approve the ELL Spanish Services Job Description. The motion carried unanimously via voice vote.
- **Motion to approve revised Fee Schedule:**
Diane Harris moved and Essie Chavez seconded to approve the revised Fee Schedule. The motion carried unanimously via voice vote.
- **Motion to approve Ordinance establishing a Special Reserve Fund for the purposes authorized by 75 ILCS 5/5-8 OR for emergency expenditures for the repair of the Library's building or equipment:**
Jack Markley moved and Emmie Ostrem seconded to approve the Special Reserve Fund. The motion passed unanimously with the following trustees voting "aye:" Markley, Henricksen, Ostrem, Chavez, and Harris.
- **Motion to approve Resolution to Adopt the Special Reserve Fund Plan:**
Emmie Ostrem moved and Jack Markley seconded to approve the resolution to adopt the Special Reserve Fund Plan. The motion passed unanimously with the following trustees voting "aye:" Markley, Henricksen, Ostrem, Chavez, and Harris.
- **Reviewed and discussed Chapter 3 in Serving our Public 3.0--- Personal.**
- **Reviewed and discussed Chapters 11-14 in the Trustee Facts File.**

12. Public Participation---None.

13. Staff Reports

Denise Zielinski updated the Board with the work she has been doing with the Census Committee.

14. Announcements

Friday, February 21, 2020, South Suburban Library Legislative Breakfast @
Tinley Park Public Library.

Saturday, March 14, 2020, Illinois Library Trustee Forum Workshop @
Chicago Marriott Oak Brook

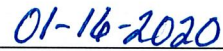
15. Closed Session---None.

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, Nancy Henricksen



Date