

## MINUTES

Board of Trustees

Meeting Date: February 21<sup>st</sup>, 2019

7:00 p.m.--- Ottawa St.---Burnham Meeting 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 North Ottawa St, Joliet, Illinois on February 21<sup>st</sup>, 2019. The meeting convened at 7:05 p.m. with President Dr. John Markley presiding.

### 2. Pledge of Allegiance

Mallory Hewlett led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

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

Trustees absent: Carol Boban, Gail Gawlik

Staff members attending were Megan Millen, Catherine Adamowski, Dawn Ritter, Linda Ling, Laura Yanchick, Mallory Hewlett, Ian Faynik, Denise Zielinski, Helene Marzec and Dana Perry

Also in attendance was new JPL intern, Katie Nicholson.

### 4. Agenda Revision and Approval

**MOTION:** Nancy Henricksen moved and Diane Harris seconded to accept the agenda as presented, with the exception of removing the Tax Distribution Report. The motion carried unanimously via voice vote.

**5. Minutes review, revision, and approval---Regular Board Meeting ---January 17<sup>th</sup> , 2019**

**MOTION:** Lynn Samalea moved and Essie Chavez seconded to approve the minutes of the January 17<sup>th</sup>, 2019 regular Board. The motion passed unanimously with the following trustees voting "aye:" Markley, Henricksen, Samalea, Chavez, Harris, Ostrem.

**6. Treasurer's Report**

**MOTION:** Lynn Samalea moved and Nancy Henricksen seconded to accept and authorize for payment the 2/21/19 Accounts Payable for \$26,149.81, the Checks Written since Last Board Meeting on 1/17/19 in the amount of \$112,439.93 and the Electronic Payroll Transfers for 1/25/19 and 2/08/19 in the amount of \$251,518.04, for a Total Accounts Payable for February of \$390,107.78. The motion passed unanimously with the following trustees voting "aye:" Samalea, Chavez, Harris, Ostrem, Markley, Henricksen.

**MOTION:** Lynn Samalea moved and Nancy Henricksen seconded to accept and file for audit the 2/21/19 Balance Sheet, the Report of Accounts, Cash Drawers, and Petty Cash. The motion passed unanimously with the following trustees voting "aye:" Chavez, Harris, Ostrem, Markley, Henricksen, and Samalea.

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

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

We received 8 responses to our RFQ, each one is unique and brings different strengths to the project. Focus groups will take place at the end of February; we look forward to receiving feedback from our stakeholders.

Executive Director Millen is carefully watching a few state bills that could potentially affect our library, one of which is the minimum wage increase.

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

Deputy Director Adamowski reported her findings after reviewing our Hoopla and Freegal services and has decided to renew our contract with Freegal. We pledge to continue monitoring usage for both Hoopla and Freegal to determine a priority for FY2020 expenditures.

Also included in the report are an updated Youth Service job description and a first reading for the Computer and Internet Use Policy.

## 10. Unfinished Business

None.

## 11. New Business

### ACTION ITEMS

#### Approval of First reading of the amended Computer Use Policy

**MOTION:** Diane Harris motioned and Lynn Samalea seconded to approve the First Reading of the Amended Computer Use Policy. The motion passed unanimously via voice vote.

#### Approval of Revised Youth Services Job Description:

**MOTION:** Essie Chavez motioned and Nancy Henricksen seconded to approve the Revised Youth Services Job Description. The motion passed unanimously via voice vote.

## 12. Public Participation---None

## 13. Staff Reports

Youth Services: Laura Yanchick reported on the sewing class we offered for Project Next Generation and the terrific responses we had on the program. The PNG grant paid for 6 sewing machines.

Adult Services: Dawn Ritter informed the board that we received the new microfilm machines and will be replacing the dated ones shortly.

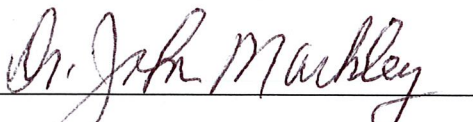
## 14. Announcements---

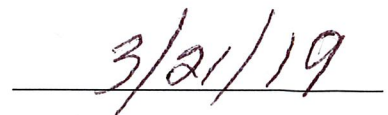
President Markley thanked Dana for her work on JPL's time capsule, which was sealed prior to the board meeting. Mallory Hewlett was also complimented on the wonderful turnout of her JPL Spring guide.

## 15. Closed Session---None.

## 16. Adjournment

**MOTION:** Diane Harris moved and Emmie Ostrem seconded to adjourn the meeting at 7:49 p.m. The motion passed unanimously via voice vote

  
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President, Dr. John Markley

  
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Date