



## MINUTES

Board of Trustees

Meeting Date: January 16th, 2020

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 January 16<sup>th</sup>, 2020. The meeting convened at 7:03 p.m. with President Nancy Henricksen presiding.

### 2. Pledge of Allegiance

Diane Harris led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

Trustees present: Dr. John Markley, Nancy Henricksen, Diane Harris, Lynn Samalea, Gail Gawlik,

Trustees absent: Essie Chavez, Emmie Ostrem

Staff members attending were Megan Millen, Catherine Adamowski, Denise Zielinski, Jack Kelderhouse, Dawn Ritter, Vanessa Padilla, Laura Yanchick, and Dana Perry.

### 4. Agenda Revision and Approval

**MOTION:** Lynn Samalea moved and Diane Harris seconded to accept the agenda as presented. The motion carried unanimously via voice vote.

### 5. Minutes Review, Revision, and Approval

Regular Board Meeting—December 19<sup>th</sup>, 2019

**MOTION:** Diane Harris moved and Lynn Samalea seconded to approve the minutes of the December 19<sup>th</sup>, 2019 regular Board meeting. The motion carried unanimously via voice vote.

**6. Treasurer's Report**

**MOTION:** Gail Gawlik moved and Jack Markley seconded to accept and authorize for payment the 1/16/20 Accounts Payable for \$204,683.07, the Checks Written since Last Board Meeting on 12/19/19 in the amount of \$258,422.24 and the Electronic Payroll Transfers for 12/26/19 and 1/9/20 in the amount of \$240,913.59, for a Total Accounts Payable of \$704,018.90. The motion passed unanimously with the following trustees voting "aye:" Samalea, Gawlik, Harris, Markley, Henricksen.

**MOTION:** Gail Gawlik moved and Lynn Samalea seconded to accept and file for audit the 1/16/20 Balance Sheet, the Report of Accounts and Cash Drawers, and Tax Distribution Report. The motion passed unanimously with the following trustees voting "aye:" Samalea, Gawlik, Harris, Markley, Henricksen.

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

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

A complete Report was included in the Board Packet. Following, are some highlights of her report-

Executive Director Millen thanked the Board and staff for their support and help in securing funding for Project Burnham.

We have officially transitioned over from ADP to Paychex. Thank you to the City staff for their assistance and to Janie for getting us up and running in such a short amount of time.

As part of our 2020 vision, we will begin the process of creating an Organizational Culture Statement Plan.

Due to the city increasing parking fees, Executive Director Millen would like to help offset the cost of parking for the part time staff.

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

A complete Report was included in the Board Packet. Following, are some highlights of her report-

Annually, the Board and Administration reviews our usage statistics and the price of Freegal, one of our e-music service suites, and approve or deny our Fiscal Year Budget, in addition to the invoice for Freegal.

In February 2020, Catherine Y. Adamowski informed the Board that, while the invoice for Freegal and our e-music budget was approved by the Board of Trustees, we have decided that our consistently low usage numbers (.13% of our population) in conjunction with the unreasonably high cost of this e-suite service (\$14,317/year) will lead us to cancel the service. We consider the price tag for Freegal service to be well beyond what our usage can justify.

Additionally, Library Ideas is unable to provide an a la carte method for subscription, which if present would ideally allow Joliet Public Library the ability to discontinue offering the outdated, downloadable service, and subscribe to only the modern streaming service at lesser cost.

Freegal neglected to respond in a timely manner to Joliet Public Library's request for reconsideration of pricing, and was ultimately unwilling to negotiate beyond offering a meager discount, which we did not accept.

Thus, Joliet Public Library extended our expiring subscription by one month to give patrons the opportunity to retrieve their songs. As of February 1, 2020, the resource has been discontinued.

As an item of note: Freegal considers JPL's usage patterns to be on the higher side for Freegal users (as quoted by our representative). Thus, it is safe to assume that no less than a full scale pricing structure evaluation on behalf of public libraries will do. It is possible that a large suite of libraries voicing similar sentiments may bring the point across to Library Ideas that this pricing model is unjust, and that their model is outdated. Several patrons have volunteered to advocate for revised pricing structures, and Catherine intends to pursue this further.

## **10. Unfinished Business---None.**



## 11. New Business

### ACTION ITEMS:

- **Motion to award and approve contract with Engberg Anderson Architects for design and construction documents, bidding, and construction administration services for the renovation of the Ottawa Street Branch:**

Jack Markley moved and Gail Gawlik seconded to approve the contract.

The motion passed unanimously with the following trustees voting "aye:"

Samalea, Gawlik, Harris, Markley, Henricksen.

## 12. Public Participation---None.

## 13. Staff Reports

Vanessa Padilla thanked Executive Director Millen and Deputy Director Adamowski for their hard work and dedication to Project Burnham and for helping offset cost of parking for the part time staff.

Denise Zielinski continues to work with Census staff members on recruitment opportunities. We received confirmation that our Census 2020 Sub-recipient Grant from RAILS has been approved for \$40,000.

Denise announced her upcoming retirement as of March 31<sup>st</sup>, 2020. The Board thanked her for her years of dedication to JPL.

## 14. Announcements

## 15. Closed Session---None.

## 16. Adjournment

**MOTION:** Lynn Samalea moved and Diane Harris seconded to adjourn the meeting at 7:57 p.m. The motion passed unanimously via voice vote.



President, Nancy Henricksen



Date