



## **MINUTES**

Board of Trustees

Meeting Date: July 16<sup>th</sup>, 2020

Virtual Board Meeting

### **1. Convene and Call to Order**

A regular meeting of the Board of Trustees of the Joliet Public Library was held via Zoom on July 16<sup>th</sup>, 2020. The meeting convened at 7:00 p.m. with President Nancy Henricksen presiding.

### **2. Pledge of Allegiance**

Linda Ling led the group in the Pledge of Allegiance.

### **3. Roll Call of Trustees**

Trustees present: Dr. John Markley, Nancy Henricksen, Lynn Samalea, Gail Gawlik, Diane Harris and Emmie Ostrem. Essie Chavez arrived at 7:12 p.m.

Staff members attending were Megan Millen, Catherine Adamowski, Jack Kelderhouse, Laura Yanchick, Linda Ling, Keisha Mandara, Vanessa Padilla, Janie Rodriguez, Joe Masters and Dana Perry. Also in attendance was Michael Del Valle from Lauterbach and Amen.

### **4. Agenda Revision and Approval**

**MOTION:** Jack Markley moved and Lynn Samalea seconded to accept the agenda. The motion passed unanimously with the following trustees voting "aye": Henricksen, Ostrem, Markley, Samalea, Gawlik and Harris.

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

Regular Board Meeting—June 18<sup>th</sup>, 2020

**MOTION:** Diane Harris moved and Emmie Ostrem seconded to approve the minutes of the June 18<sup>th</sup> regular Board meeting. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Gawlik, Harris and Ostrem

**6. Treasurer's Report**

**MOTION:** Gail Gawlik moved and Diane Harris seconded to accept and authorize for payment the 7/16/2020 Accounts Payable for \$298,018.40, the Checks Written since Last Board Meeting on 6/18/2020 in the amount of \$137,883.68 and the Electronic Payroll Transfers for 6/26/2020 and 7/7/2020 in the amount of \$238,841.24, for a Total Accounts Payable of \$674,743.32. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Gawlik, Harris and Ostrem.

**MOTION:** Gail Gawlik moved and Lynn Samalea seconded to accept and file for audit the 7/16/2020 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris and Ostrem

**7. Auditor Presentation**

Michael Del Valle from Lauterbach and Amen presented FY 2019 Audit Management letter and Annual Financial Report. Michael thanked the Library finance department for being so well prepared and for all the assistance during his fieldwork for the audit. The Board also thanked the department for their stellar work and cooperation.

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

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

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

Choose and Cruise has permitted patrons to access our branches, allowing them to browse our collection and have limited computer sessions. Most patrons are very compliant and very grateful. Our leadership Team continues to evaluate feedback from patrons and staff.

Funding for Project Burnham has been secured by a State grant, in July we will request that City Council sell bonds to continue moving forward with the remodel. Despite COVID, the project is moving forward at a good pace. In June, the Interior Design Committee met with Engberg Anderson's interior designer Sarah. Megan, Catherine and Joe also met with engineers and AV personnel about lighting, mechanicals and audio visual equipment. A Construction Management firm will be recommended to the Board for approval in August.

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

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

Book and Bean Café owner, Tami, is sorry to inform us that due to the COVID outbreak she will be keeping the café closed until, at earliest, August 29<sup>th</sup>.

Despite the temporary suspension of donations, Friends of the Library continue to stay hard at work and hope to hold a tent sale this upcoming fall.

Deputy Director Adamowski gave a detailed overview of the proposed Circulation Policy and Fee Structure Changes, Temporary Fine Free Status and, proposed DMS Policy Changes.

**11. Unfinished Business---None.**

**12. New Business-**

A Bylaws Committee Meeting will take place on Monday, July 20<sup>th</sup> at the Black Road Branch.

**ACTION ITEMS:**

- **Motion to Approve Ottawa St. Branch Wireless Access Point Upgrade in the amount of \$19,638.**  
Lynn Samalea moved and Gail Gawlik seconded to approve the Ottawa St. Branch Wireless Access Point Upgrade. The motion passed unanimously with the following trustees voting "aye" Henricksen, Markley, Samalea, Chavez, Gawlik, Harris and Ostrem
- **First Reading of 2020 Circulation Policy**
- **First Reading of Fee Schedule Changes**
- **Motion to Approve Temporary Fine Free Status through September 18<sup>th</sup>**
- Diane Harris moved and Jack Markley seconded to approve the Ottawa St. Branch Wireless Access Point Upgrade. The motion passed unanimously with the following trustees voting "aye" Henricksen, Markley, Samalea, Chavez, Gawlik, Harris and Ostrem



- **First Reading of DMS Policy Changes**

**13. Public Participation on non-Agenda Items---**None.

**14. Staff Report**

Laura Yanchick covered updates on the PNG Grant, Art at home take-home kits, and Summer Reading Program.

Jack Kelderhouse thanked the Board for approving the Ottawa St. Branch Wireless Access Point upgrade.

**15. Announcements –** None

**16. Adjournment**

**MOTION:** Lynn Samalea moved and Jack Markley seconded to adjourn the meeting at 8:29 p.m. The motion passed unanimously with the following trustees voting “aye”: Henricksen, Markley, Samalea, Chavez, Gawlik, Harris, Ostrem.



President, Nancy Henricksen



Date