

MINUTES

Board of Trustees

Meeting Date: June 20th, 2019

7:00 p.m.--- Black Road Branch.---Meeting Room F & E

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, 3395 Black Road, Joliet, Illinois on June 20th, 2019. The meeting convened at 7:00 p.m. with President Dr. John Markley presiding.

2. Pledge of Allegiance

Dana Perry led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

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

Trustees absent: Diane Harris.

Staff members attending were Megan Millen, Catherine Adamowski, Helene Marzec, Laura Yanchick, Keith Folk, Denise Zielinski, Coral Borg, Janie Rodriguez, Andrea Sowers and Dana Perry

Guests: Norm Pheonix from the Institute of Electrical and Electronics Engineers, Michael Del Valle from Lauterbach and Amen LLP and Joe Huberty from Engberg Anderson

4. Agenda Revision and Approval

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

5. Minutes review, revision, and approval---Regular Board Meeting --- May 16th, 2019

MOTION: Lynn Samalea moved and Essie Chavez seconded to approve the minutes of the May 16th, 2019 regular Board. The motion carried unanimously via voice vote.

6. I.E.E.E. Grant Check Presentation

Norm Pheonix from the Institute of Electrical and Electronics Engineers- Chicago Section, presented Coral Borg with a check to purchase Discovery Kit Materials. These Discovery Kits will focus on using highly interactive materials to introduce basic STEM principles. We hope our Discovery Kits will help instill a lifetime love of learning and growth mindset in children.

7. FY 2018 Audit Review, Representative from Lauterbach & Amen LLP

Michael Del Valle from Lauterbach and Amen LLP gave an overview of the 2018 Audit Management letter and Annual Financial Report. He commended the Joliet Library finance department for the well prepared audit package and assistance given during the audit.

8. Treasurer's Report

MOTION: Lynn Samalea moved and Nancy Henricksen seconded to accept and authorize for payment the 6/20/19 Accounts Payable for \$69,725.60, the Checks Written since Last Board Meeting on 5/16/19 in the amount of \$195,083.47 and the Electronic Payroll Transfers for 5/17/19 and 5/31/19 and 6/14/19 in the amount of \$389,971.38, for a Total Accounts Payable for June of \$654,780.45. The motion passed unanimously with the following trustees voting "aye:"

Samalea, Chavez, Gawlik, Ostrem, Markley, and Henricksen.

MOTION: Lynn Samalea moved and Nancy Henricksen seconded to accept and file for audit the 6/20/19 Balance Sheet, the Report of Accounts, Cash Drawers, Tax Distribution and Petty Cash. The motion passed unanimously with the following trustees voting "aye:" Chavez, Gawlik, Ostrem, Markley, Henricksen, and Samalea.

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

10. Engberg Anderson Architect Report

Joe Huberty from Engberg Anderson presented a slide show to the board and staff of preliminary floor plans for Project Burnham. Executive Director Millen asked the board if they were comfortable with moving forward with these drawings; the board unanimously agreed.

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

Executive Director Millen thanked staff and board members for making our 10th Star Wars Day a success.

JPL is once again participating in ATLAS's Geocaching Event. Thanks to Dawn Ritter for spearheading this.

Pinnacle is working on a "Library Crawl" for patrons this fall. Patrons are encouraged to visit at least six of the eight Pinnacle branches, doing so will enter them into a drawing.

Helene Marzecs retirement is quickly approaching. In preparation for this we have an action item to approve a Building Services Manager Position, this position will cover half of Helene's current duties. Another job description for I.T. will be approved at a later time.

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

Deputy Director Adamowski updated the board on her efforts in establishing Intergovernmental Agreements between the School District and Joliet Public Library. By establishing these agreements, we hope to create an arrangement whereby Joliet Public Library can issue library cards to non-resident teachers, in addition to students who live in unincorporated areas.

13. Unfinished Business

None.

14. New Business

• **ACTION ITEMS:**

Motion to approve Slate of Officer Candidates:

President – Nancy Henricksen

Vice President – Lynn Samalea
Secretary – Essie Chavez
Treasurer – Gail Gawlik

MOTION: Lynn Samalea moved and Jack Markley seconded to approve the Slate of Officer Candidates as presented. The motion passed unanimously via voice vote.

Motion to approve Tax Bill Method

MOTION: Gail Gawlik moved and Nancy Henricksen seconded to approve the Tax Bill Method for Issuing Non-Resident Cards. The motion passed unanimously with the following trustees voting “aye:” Gawlik, Ostrem, Markley, Henricksen, Chavez, and Samalea.

Motion to approve Building Services Manager Position

MOTION: Gail Gawlik moved and Essie Chavez seconded to approve the Building Services Manager Position. The motion carried unanimously via voice vote.

Motion to approve Safety of Minors Policy

MOTION: Nancy Henricksen moved and Emmie Ostrem seconded to approve the Safety of Minors Policy. The motion carried unanimously via voice vote.

First Reading of Acceptable Library Use Policy, formally known as the Rules of Conduct Policy

15. Public Participation--- None.

16. Staff Reports

Laura Yanchick reported on some of Youth Services recent successful programs, including a petting zoo, DIY garden stepping stones and a magic show.

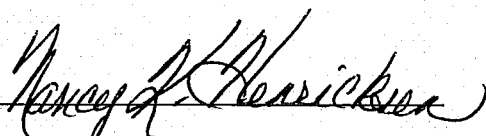
The DMS was a hit on Star Wars Day, offering patrons to take pictures against the Chroma-Key Green screen. This attraction was put together by DMS staff member Jordan.

17. Announcements--- Happy Birthday to Board trustee, Emmie Ostrem.

18. Closed Session -- None

19. Adjournment

MOTION: Lynn Samalea moved and Gail Gawlik seconded to adjourn the meeting at 8:25 p.m. The motion passed unanimously via voice vote



President, Nancy Henricksen

07-18-19
Date