



MINUTES

Board of Trustees

Meeting Date: June 21, 2018

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

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 21, 2018. The meeting convened at 7:00 p.m. with President Dr. John Markley presiding.

2. Pledge of Allegiance

Denise Zielinski led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

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

Trustees absent: Carol Boban and Gail Gawlik

Staff members attending were Megan Millen, Catherine Adamowski, Janie Rodriguez, Denise Zielinski, and Helene Marzec.

Guest: Sean Hickey

4. Agenda Revision and Approval

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

5. FY 2017 Audit Review---Representative from Lauterbach & Amen LLP

Sean Hickey presented copies of the FY 2017 Audit. He proceeded to point out highlights. He stated that JPL received a clean opinion. Due to staff turn-over, it was recommended that we have sufficient checks and balances in place. He also stated that recommendations from last year were completed.

6. Minutes review, revision, and approval---Regular Board Meeting---May 17, 2018

MOTION: Diane Harris moved and Lynn Samalea seconded to approve the minutes of the May 17, 2018 regular Board Meeting. The motion carried unanimously via voice vote.

7. Treasurer's Report

MOTION: Lynn Samalea moved and Essie Chavez seconded to accept and authorize for payment the 6/21/18 Accounts Payable for \$86,715.83, the Checks Written since last Board Meeting on 5/17/18 in the amount of \$254,522.44, and the Summary of Electronic Payroll Transfers for 4/20/18 and 5/4/18 in the amount of \$366,701.91 for a Total of \$707,940.18. The motion passed unanimously with the following trustees voting "aye:" Samalea, Chavez, Harris, Ostrem, Markley, and Henricksen.

MOTION: Lynn Samalea moved and Diane Harris seconded to accept and file for audit the 6/21/18 Balance Sheet, the Report of Accounts, Cash Drawers, and Petty Cash, and the Tax Distribution Report. The motion passed unanimously with the following trustees voting "aye:" Chavez, Harris, Ostrem, Markley, Henricksen, and Samalea.

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 a few highlights from her report.

Progress continues to be made on accomplishing both short term and long term goals from our Strategic Plan. In another year or two, we will begin to update the document.

An update was given on the progress of the Director's goals. It was the consensus of the Board to remove The Gift Policy goal until a more appropriate time.

The Director established an ad hoc Foundation Committee to continue to explore ways to set up a Foundation. Emmie Ostrem and Lynn Samalea have agreed to serve on the committee.

10. Deputy Director's Report

A complete report was included in the Board packet.

11. Unfinished Business---None

12. New Business

ACTION ITEMS

Approval of Building and Grounds Assistant-Part Time Job Description

MOTION: Lynn Samalea moved and Emmie Ostrem seconded to approve the Building and Grounds Assistant-Part Time job description. The motion passed unanimously with the following Trustees voting "aye:" Harris, Ostrem, Markley, Henricksen, Samalea, and Chavez.

Approval of Adult Services Librarian Job Description

MOTION: Essie Chavez moved and Diane Harris seconded to approve the job description for an Adult Services Librarian. The motion passed unanimously with the following Trustees voting "aye:" Harris, Ostrem, Markley, Henricksen, Samalea, and Chavez.

Approval of Amended Book and Bean Café Agreement to Remove Sunday Hours

MOTION: Emmie Ostrem moved and Lynn Samalea seconded to approve the amended contract for the Book and Bean Café. The Sunday hours were removed. The motion passed unanimously with the following Trustees voting "aye:" Markley, Henricksen, Samalea, Chavez, Harris, and Ostrem.

Approval to Cancel July Board Meeting

MOTION: Diane Harris moved and Essie Chavez seconded to cancel the July, 2018 Board Meeting. The motion passed unanimously via voice vote.

First Reading of Amended Bylaws

MOTION: Essie Chavez moved and Lynn Samalea seconded to introduce, for the first reading, the amended Bylaws. The motion passed unanimously via voice vote.

13. Public Participation (Regarding New Business or other topics)---None

14. Staff Reports

Complete reports were included in the Board packet.

Denise Zielinski announced that she has been appointed to the Community Services Council Board.

15. Announcements---None

16. Closed Session---None

17. Adjournment

MOTION: Diane Harris moved and Essie Chavez seconded to adjourn the meeting at 7:47 p.m. The motion passed unanimously via voice vote.



Vice President, Nancy Henricksen



Date