

MINUTES

Board of Trustees

Meeting Date: March 21st, 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 March 21st, 2019. The meeting convened at 7:00 p.m. with President Dr. John Markley presiding.

2. Pledge of Allegiance

Nancy Henricksen led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

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

Trustees absent: Carol Boban and Lynn Samalea

Staff members attending were Megan Millen, Catherine Adamowski, Dawn Ritter, Helene Marzec, Andrea Sowers and Dana Perry

Also in attendance was Engberg Anderson Architect staff members; Joe Huberty, Shaun Kelly and Kristen Richardson.

4. Minutes review, revision, and approval---Regular Board Meeting ---February 21st, 2019

MOTION: Essie Chavez moved and Gail Gawlik seconded to approve the minutes of the February 21st, 2019 regular Board. The motion passed unanimously with the following trustees voting "aye:" Chavez, Gawlik, Harris, Ostrem, Markley, and Henricksen.

5. Treasurer's Report

MOTION: Nancy Henricksen moved and Essie Chavez seconded to accept and authorize for payment the 3/21/19 Accounts Payable for \$112,019.39, the Checks Written since Last Board Meeting on 2/21/19 in the amount of \$136,092.29 and the Electronic Payroll Transfers for 2/22/19 and 3/08/19 in the amount of \$254,936.16, for a Total Accounts Payable for March of \$503,047.84. The motion passed unanimously with the following trustees voting "aye:" Chavez, Gawlik, Harris, Ostrem, Markley, and Henricksen.

MOTION: Nancy Henricksen moved and Essie Chavez seconded to accept and file for audit the 3/21/19 Balance Sheet, the Report of Accounts, Cash Drawers, and Petty Cash. The motion passed unanimously with the following trustees voting "aye:" Chavez, Gawlik, Harris, Ostrem, Markley, and Henricksen.

6. Engberg Anderson Architect Presentation

Joe Huberty, Shaun Kelly and Kristen Richardson provided their qualifications response as well as a draft agreement for pre-funding design services for the Library. They fielded a series of questions from trustees regarding their services and fee schedule.

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

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

Executive Director Millen relayed to the board that our marketing team is preparing the formal launch of our Building on History campaign.

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

Deputy Director Adamowski announced Youth Services Librarian, Linda Ward-Callaghan's retirement. We thank you, Linda, for your years of service to JPL.

10. Unfinished Business

None.

11. New Business

ACTION ITEMS

Approval of Pre-Funding Design Services Agreement from Engberg Anderson Architects

MOTION: Nancy Henricksen motioned and Diane Harris seconded to approve the Pre-Funding Design Services Agreement from Engberg Anderson. The motion passed unanimously with the following trustees voting "aye:" Chavez, Gawlik, Harris, Ostrem, Markley, and Henricksen.

Approval of Revised Computer and Internet Use Policy

MOTION: Gail Gawlik motioned and Emmie Ostrem seconded to approve the Revised Computer and Internet Use Policy. The motion passed unanimously via voice vote.

Approval of Youth Services Manager (OSB/BRB) Job Description:

MOTION: Diane Harris motioned and Gail Gawlik seconded to approve the Youth Services Manager (OSB/BRB) Job Description. The motion passed unanimously via voice vote.

Approval of Youth Services Assistant Manager Job Description:

MOTION: Emmie Ostrem motioned and Nancy Henricksen seconded to approve the Youth Services Assistant Manager Job Description. The motion passed unanimously via voice vote.

12. Public Participation---None

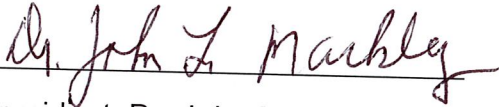
13. Staff Reports

14. Announcements--- None.

15. Closed Session---None.

16. Adjournment

MOTION: Essie Chavez moved and Diane Harris seconded to adjourn the meeting at 8:11 p.m. The motion passed unanimously via voice vote



President, Dr. John Markley

April 18, 2019

Date