



MINUTES

Board of Trustees

Meeting Date: May 17, 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 May 17th, 2018. The meeting convened at 7:00 pm. President Dr. John Markley presiding.

2. Pledge of Allegiance

Catherine Y. Adamowski led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

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

Staff members attending were Executive Director Megan Millen, Deputy Director Catherine Adamowski, Helene Marzec, Denise Zielinski, Dawn Ritter, Rosy Salazar, Linda Ward Callahan, Candy VanTine, and Dana Perry.

4. Agenda Revision and Approval

MOTION: Nancy Henricksen moved and Lynn Samalea seconded to approve agenda as presented. The motion passed unanimously via voice vote.

5. Presentation: Summer Reading Program

Linda Ward-Callaghan, Candy Van-Tine and Dawn Ritter gave a presentation on the goals, challenges and prizes included in this year's Summer Reading Challenge. This year's theme: Reading Takes You Everywhere

6. Minutes review, revision, and approval

MOTION: Diane Harris moved and Carol Boban seconded to approve the minutes of the April 19th regular Board Meeting as presented. The motion passed unanimously via voice vote.

7. Treasurer's Report

MOTION: Lynn Samalea moved and Nancy Henricksen seconded to accept and authorize payment for the 5/17/18 Accounts Payable for \$61,331.82, the Checks Written Since Last Board Meeting on April 19th, 2018 in the amount of \$115,151.81, and the Summary of Electronic Payroll Transfers for 4/20/18, 5/4/18 in the amount of \$252,625.74 for a total of \$429,109.37. The motion passed unanimously with the following Trustees voting "aye:" Samalea, Chavez, Harris, Ostrem, Markley, Henricksen and Boban

MOTION: Lynn Samalea moved and Nancy Henricksen seconded to accept and file for audit the 5/17/18 Balance Sheet, the April Report of Accounts, Cash Drawers and Petty Cash. The motion passed unanimously with the following Trustees voting "aye" Chavez, Harris, Ostrem, Markley, Henricksen, Boban and Samalea.

8. Public Participation (Regarding the current agenda's ACTION ITEMS)

There was no public participation at this point in the meeting.

9. Executive Director's Report

Our Space Planner, Anders, will be returning on May 22nd & 23rd to collect input from staff.

Tami from Book and Bean, requested an amendment to her contract for the café. She is requesting to be closed on Sundays, year round.

Demolition on the old State's attorney's lot has wrapped up and our Library parking lot is reopened to the public.

Any trustees interested in volunteering for Star Wars Day are encouraged to sign up to work in the Cantina.

10. Deputy Director's Report

Deputy Director Adamowski would like to thank JPL for making such a group effort to ensure our Summer Reading Program is a success.

JPL is still waiting to hear back regarding our grant requests for a Digital Scanner. Being able to preserve our unique material, as well as our many plaques would be a wonderful feature for JPL.

11. Unfinished Business

There was no unfinished business at this point.

12. ACTION ITEMS:

Approval of Non-Resident Card in the amount of \$115/year:

MOTION: Diane Harris moved and Nancy Henricksen seconded to approve the Non-Resident Card fee in amount of \$115/year. The vote passed unanimously with the following Trustees voting “aye”: Harris, Ostrem, Markley, Henricksen, Boban, Samalea, and Chavez.

Approval of Resolution 2018-01-Prevailing Wages of Laborers, Mechanics, and other Workers under Contract by the Library:

MOTION: Nancy Henricksen moved and Carol Boban seconded to approve the Resolution 2018-01- Prevailing Wage. The vote passed unanimously with the following Trustees voting “aye”: Harris, Ostrem, Markley, Henricksen, Boban, Samalea, and Chavez.

13. Public Participation-

There was no public participation.

14. Staff Reports- Completed reports were included in the Board packet.

Helene/ Operations:

One of the many projects completed in April was repairing our front entryway staircase. Contractors were on site 4/16-4/20 removing water damaged paint and plaster on the ceilings and walls. Once the plaster was repaired and sanded, Keith primed and painted. It is back to its original, beautiful form.

Six interviews were conducted for the position of Buildings Services Coordinator; a final candidate was determined, pending a background check.

Our new phone system is set for deployment June 13th.

Denise/ Community Engagement:

Denise recapped the exciting City Council SWD Presentation, presented Trustees with SWD custom made invites and encouraged all to volunteer.

15. Announcements-

Appointment of our By Laws Committee:

Chairperson- Nancy Henricksen

Lynn Samalea, Essie Chavez and ex-officio member Dr. John Markley.

16. Closed Session – To discuss minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(c)(21)) and destruction of verbatim recordings prior to May 2018

MOTION: Henricksen moved and Ostrem seconded to go into Closed Session at 7:45 pm. The motion passed unanimously with the following Trustees voting “aye;” Markley, Henricksen, Boban, Samalea, Chavez, Harris, and Ostrem.

MOTION: Boban moved and Ostrem seconded to go back into Open Session at 7:57 pm. The vote passed unanimously with the following Trustees voting “aye”: Samalea, Chavez, Harris, Ostrem, Markley, Henricksen, and Boban

ACTION ITEM:

Approval of closed meeting minutes and decision on whether to keep minutes confidential or open for public viewing.

MOTION: Henricksen moved and Boban seconded to approve and keep the closed meeting minutes confidential and destroy verbatim recordings prior to May 2018. The vote passed unanimously with the following Trustees voting “aye”: Harris, Ostrem, Markley, Henricksen, Boban, Samalea, and Chavez.

17. Adjournment-

MOTION: Harris moved and Chavez seconded to adjourn at 7:59 pm. The motion passed unanimously via voice vote.

President, Dr. John Markley

Date