

## **MINUTES**

Board of Trustees

Meeting Date: May 21<sup>st</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 May 21<sup>st</sup>, 2020. The meeting convened at 7:05 p.m. with President Nancy Henricksen presiding.

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

Catherine Adamowski led the group in the Pledge of Allegiance.

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

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

Staff members attending were Megan Millen, Catherine Adamowski, Jack Kelderhouse, Dawn Ritter, Laura Yanchick, Joe Masters, Linda Ling, Keisha Mandara, Janie Rodriguez and Dana Perry.

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

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

### **5. Summer Reading Challenge Presentation** – Laura Yanchick and Dawn Ritter presented goals and prizes and some changes made to the upcoming Summer Reading Challenge.

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

Regular Board Meeting—April 16<sup>th</sup>, 2020

**MOTION:** Jack Markley moved and Diane Harris seconded to approve the minutes of the April 16<sup>th</sup> regular Board meeting. The motion passed unanimously

with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris and Ostrem

**7. Treasurer's Report**

**MOTION:** Gail Gawlik moved and Jack Markley seconded to accept and authorize for payment the 5/21/20 Accounts Payable for \$26,773.72, the Checks Written since Last Board Meeting on 4/16/20 in the amount of \$183,067.89 and the Electronic Payroll Transfers for 5/1/20 and 5/15/20 in the amount of \$243,591.09, for a Total Accounts Payable of \$453,432.70. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris and Ostrem

**MOTION:** Gail Gawlik moved and Lynn Samalea seconded to accept and file for audit the 5/21/20 Balance Sheet, the Report of Accounts and Cash Drawers. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris and Ostrem

**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-

Executive Director Millen updated the Board on Joliet Public Library's Safe Return Plan. Thank you to Keisha and Catherine for being so instrumental in this project. We will continue to monitor the COVID-19 situation in Will County to determine what our next level of service to patrons will be.

We are so appreciative that Homer Township Library has also joined in on Operation HOPE.

Due to the pandemic, now would be an ideal time to join with other libraries that are offering fine free. A team of Staff is working on this initiative and will be presented to the Board at the June meeting.

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

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

We are pleased to see that despite these unprecedented times, our digital services to the public are still going strong.

Temporary library cards were issued to our patrons for digital use. Simultaneously, we are temporarily fine free, and raised the fine threshold to allow our patrons the ability to borrow materials online while we are closed.

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

**12. New Business-** President Henricksen appointed a By-laws committee. The members are Lynn Samalea, who will serve as the Chairperson, along with Emmie Ostrem and Diane Harris

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

**14. Staff Reports**

Laura Yanchick applauded her staff for their amazing efforts during the stay at home order.

**15. Announcements -- None**

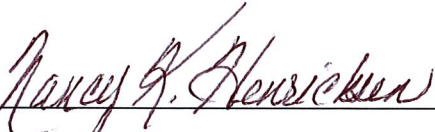
**16. Closed Session---5ILCS 120/2(C) 11 Litigation, when an action against, affecting or on behalf of the particular body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed session.**


**MOTION:** Jack Markley moved and Diane Harris seconded to enter Closed Session at 8:15p.m. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris and Ostrem

**MOTION:** Emmie Ostrem moved and Lynn Samalea seconded to go back into Open Session at 8:34p.m. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris and Ostrem

**17. Adjournment**

**MOTION:** Gail Gawlik moved and Jack Markley seconded to adjourn the meeting at 8:35 p.m. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris, Ostrem.

  
\_\_\_\_\_  
President, Nancy Henricksen

  
\_\_\_\_\_  
Date