



# JOLIET PUBLIC LIBRARY

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## MINUTES

Board of Trustees

Meeting Date: January 19, 2017

7:00 p.m. ~ Ottawa Street Branch – Meeting Room B

### 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 N. Ottawa St., Joliet, Illinois on January 19, 2017. The meeting convened at 7:02 pm. President Lynn Poper Samalea presiding and Secretary Essie Chavez present.

### 2. Pledge of Allegiance

Nancy Henricksen led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

Trustees present: Lynn Samalea, Jack Markley, Essie Chavez, Nancy Henricksen, Carol Boban, and Gail Gawlik

Trustees absent: Diane Harris and Emmie Ostrem

Staff members attending were Megan Millen, Helene Marzec, Lizzie Matkowski, Laura Yanchick, Denise Zielinski, and Deb Fowler.

### 4. Agenda Revision and Approval

**MOTION:** Nancy Henricksen moved and Jack Markley seconded to approve the agenda as presented. The motion passed unanimously with the following Trustees voting “aye:” Markley, Chavez, Henricksen, Boban, Gawlik, and Samalea.

### 5. Minutes review, revision, and approval

**MOTION:** Carol Boban moved and Essie Chavez seconded to accept the minutes of the December 15, 2016 regular Board Meeting. The motion passed unanimously with the following Trustees voting “aye:” Chavez, Henricksen, Boban, Gawlik, Samalea, and Markley.

### 6. Treasurer's Report

**MOTION:** Nancy Henricksen moved and Jack Markley seconded to accept and authorize for payment the 1/19/17 Accounts Payable for \$80,829.95, the Checks Written Since Last Board Meeting on December 15, 2016 in the amount of \$514,865.75, and the Summary of Electronic Payroll Transfers for 12/16/16, 12/30/16, and 1/13/17 in the amount of \$327,920.36 for a total of \$923,616.06. The motion passed unanimously with the following Trustees voting “aye:” Henricksen, Boban, Gawlik, Samalea, Markley, and Chavez.

**MOTION:** Nancy Henricksen moved and Gail Gawlik seconded to accept and file for audit the 12/31/16 Balance Sheet, the December Report of Accounts, Cash Drawers and Petty

Cash, and the Tax Distribution Report. The motion passed unanimously with the following Trustees voting “aye:” Boban, Gawlik, Samalea, Markley, Chavez, and Henricksen.

**7. Public Participation (Regarding the current agenda’s ACTION ITEMS)**

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

**8. Executive Directors’ Report – Megan Millen**

A complete report was included in the Board packet. Following are highlights from her report.

Executive Director Millen invited the trustees to attend the 2017 Legislative Meet Up on Tuesday, February 14<sup>th</sup> at the Tinley Park Public Library.

Denise Zielinski, Community Engagement Officer has created a revised set of statistics.

The Personnel Handbook was received back from the attorney with some recommendations. Dena Dremonas-Panos, HR Generalist, will review the recommendation and make changes where necessary. The plan is to present it to the Board at the February 16<sup>th</sup> Board Meeting.

Executive Director Millen met with the City of Joliet’s IT Manager, Dave Braner to discuss the library’s security camera and telephone systems.

As part of the City of Joliet’s building study initiative, a walkthrough of the Ottawa Street Branch of the Library was completed by a group from CDM Smith on January 17, 2017. The purpose of the walkthrough was to identify any issues with the building structure or other areas that may need to be addressed.

An update on the staff breakroom remodeling project was provided. Other initiatives that Executive Director Millen is addressing include performing an audit on our policies, making the Joliet Public Library a regular attraction on Route 66, mounting a permanent Star Wars related sculpture in the foyer at the Ottawa Street Branch, and preparing for the Red Carpet Corridor convention which will be held the weekend of May 6-7 in downtown Joliet.

**ACTION ITEMS:**

**Authorize the release of the Ethics Act Certification List to the Will County Clerk**

**MOTION:** Nancy Henricksen moved and Gail Gawlik seconded to authorize the release of the Ethics Act Certification List to the Will County Clerk’s Office. The motion passed unanimously with the following Trustees voting “aye:” Boban, Gawlik, Samalea, Markley, Chavez, and Henricksen.

**Approval to accept the quote from J.P. Phillips in the amount of \$12,700 for the repair of the plaster ceiling in the early childhood wing**

**MOTION:** Jack Markley moved and Nancy Henricksen seconded to approve the quote from J.P. Phillips in the amount of \$12,700 for the repair of the plaster ceiling in the early



childhood wing. The motion passed unanimously with the following Trustees voting “aye:” Gawlik, Samalea, Markley, Chavez, Henricksen, and Boban.

**Approval of proposal from Del Mar Builders in the amount of \$17,467.50 to remodel the Ottawa Street Branch staff breakroom and kitchen**

**MOTION:** Gail Gawlik moved and Essie Chavez seconded to approve the proposal from Del Mar Builders in the amount of \$17,467.50 to remodel the Ottawa Street Branch staff breakroom and kitchen. The motion passed unanimously with the following Trustees voting “aye:” Samalea, Markley, Chavez, Henricksen, Boban, and Gawlik.

**9. Committee Reports**

- a) **Executive** – President Samalea provided another update on the Jim Szczepaniak memorial plaque.
- b) **Buildings and Grounds** – No report
- c) **Finance** – No report
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report
- g) **Bylaws** – **ACTION ITEM:** Approval of Bylaws of the Board of Trustees

**MOTION:** Nancy Henricksen moved and Jack Markley seconded to approve the Bylaws of the Joliet Public Library Board of Trustees document as presented. The motion passed unanimously with the following Trustees voting “aye:” Markley, Chavez, Henricksen, Boban, Gawlik, and Samalea.

**10. Unfinished Business - None**

**11. New Business – None**

**12. Public Participation (regarding new business or other topics)**

There was no public participation.

**13. Staff Reports** – Included in the Board packet.

**14. Announcements** – None

**15. Closed Session - Adjourn to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific Library employees (5 ILCS 120/2(c)(1))**

There was no Closed Session.

**16. Adjournment**

**MOTION:** Carol Boban moved and Jack Markley seconded to adjourn at 8:03 pm. The motion passed unanimously with the following Trustees voting “aye:” Boban, Gawlik, Samalea, Markley, Chavez, and Henricksen.

