



JOLIET PUBLIC LIBRARY
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MINUTES

Board of Trustees

Meeting Date: March 16, 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 March 16, 2017. The meeting convened at 7:08 pm. President Lynn Poper Samalea presiding and Secretary Essie Chavez present.

2. Pledge of Allegiance

Lizzie Matkowski led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Lynn Samalea, Jack Markley, Essie Chavez, Nancy Henricksen, Emmie Ostrem, Carol Boban, Gail Gawlik, and Diane Harris.

Trustees absent: None

Staff members attending were Megan Millen, Catherine Yanikoski, Lisa Bobis, Keisha Mandara, Helene Marzec, Lizzie Matkowski, Laura Yanchick, 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 via voice vote.

5. Minutes review, revision, and approval

MOTION: Essie Chavez moved and Nancy Henricksen seconded to accept the minutes of the February 16, 2017 regular Board Meeting. The motion passed unanimously via voice vote.

6. Treasurer's Report

MOTION: Nancy Henricksen moved and Jack Markley seconded to accept and authorize for payment the 3/16/17 Accounts Payable for \$106,370.94, the Checks Written Since Last Board Meeting on February 16, 2017 in the amount of \$156,047.13, and the Summary of Electronic Payroll Transfers for 2/24/17 and 3/10/17 in the amount of \$223,932.48 for a total of \$486,350.55. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Ostrem, Boban, Gawlik, Harris, Samalea, Markley, and Chavez.

MOTION: Nancy Henricksen moved and Diane Harris seconded to accept and file for audit the 2/28/17 (unaudited) Balance Sheet, the February Report of Accounts, Cash Drawers

and Petty Cash. The motion passed unanimously with the following Trustees voting “aye:” Ostrem, Boban, Gawlik, Harris, 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 welcomed new Deputy Director Catherine Yanikoski to the Joliet Public Library Team.

The Ribbon Cutting Ceremony for the renovated staff breakroom and kitchen at the Ottawa Street Branch was held on Friday, March 10th. Gratitude was given to Helene Marzec, the maintenance staff, and everyone else for their hard work and/or donations.

Executive Director Millen will serve on the Chicago Street Corridor Plan Advisory Committee. The first meeting was held on March 8th. The Library Parking Lot located at Chicago and Clinton Streets was discussed.

ACTION ITEMS:

Approval of the Revised Personnel Handbook

This item was tabled and will be addressed at a Special Board Meeting scheduled on Tuesday, March 21, 2017 at 4:00 pm at the Black Road Branch.

Approval of the Revised Computer and Internet Use Policy

MOTION: Nancy Henricksen moved and Diane Harris seconded to approve the revised Computer and Internet Use Policy. The motion passed unanimously with the following Trustees voting “aye:” Gawlik, Harris, Samalea, Markley, Chavez, Henricksen, Ostrem, and Boban.

Approval of Parental Internet Access Consent Form

MOTION: Emmie Ostrem moved and Essie Chavez seconded to approve the Parental Internet Access Consent Form. The motion passed unanimously with the following Trustees voting “aye:” Harris, Samalea, Markley, Chavez, Henricksen, Ostrem, Boban, and Gawlik.

Approval of the Revised Circulation Policy

MOTION: Jack Markley moved and Nancy Henricksen seconded to approve the revised Circulation Policy. The motion passed unanimously with the following Trustees voting “aye:” Samalea, Markley, Chavez, Henricksen, Ostrem, Boban, Gawlik, and Harris.

Approval to Delete Policy No. PT07 – Internet Filtering Policy

It was recommended to delete this policy since it is now incorporated into the newly revised Computer and Internet Use Policy.

MOTION: Diane Harris moved and Nancy Henricksen seconded to approve the deletion of Policy No. PT07 – Internet Filtering Policy. The motion passed unanimously with the following Trustees voting “aye:” Markley, Chavez, Henricksen, Ostrem, Boban, Gawlik, Harris, and Samalea.

9. Deputy Director’s Introduction – Catherine Yanikoski

New Deputy Director Catherine Yanikoski introduced herself, provided background information and stated she is looking forward to working at the Joliet Public Library.

10. Committee Reports

- a) **Executive** – President Samalea lead the discussion on the progress of the Jim Szczepaniak memorial plaque. She also gave a shout out to the Youth Services staff at the Black Road Branch for their work in programming and story times during a recent visit with family members.
- b) **Buildings and Grounds** – A walk through of the Ottawa Street Branch building occurred prior to the March 16th Board Meeting at 6:08 pm. The committee and some staff members were able to see the newly installed chiller, the renovated staff breakroom and kitchen area, and the Digital Media Studio among the other areas of the building.
- c) **Finance** – No report
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report

11. Unfinished Business - None**12. New Business - None****13. Public Participation (regarding new business or other topics)**

There was no public participation.

14. Staff Reports – Completed reports were included in the Board packet.**15. Announcements** – Executive Director Millen stated that she was collaborating with Community Engagement Officer Denise Zielinski to apply for an Illinois Library Association award for our Star Wars Day.**16. Closed Session – Adjourn to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific Library employees (5 ILCS 120/2(c)(1)) and 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 October 2015.**

MOTION: Nancy Henricksen moved and Essie Chavez seconded to go into closed session at 8:13 pm 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 October 2015. The motion passed unanimously with the following Trustees voting “aye:” Markley, Chavez, Henricksen, Ostrem, Boban, Gawlik, Harris, and Samalea.

MOTION: Nancy Henricksen moved and Essie Chavez seconded to go back into open session at 8:27 pm. The motion passed unanimously with the following Trustees voting “aye:” Henricksen, Ostrem, Boban, Gawlik, Harris, Samalea, Markley, and Chavez.

ACTION ITEM:

Approval of closed meeting minutes and decision whether to keep minutes confidential or open for public viewing and approval to destroy verbatim closed session recordings prior to October 2015.

MOTION: Carol Boban moved and Jack Markley seconded to approve the minutes of previous meetings lawfully closed under the Open Meetings Act, keep them all confidential and to destroy verbatim closed session recordings prior to October 2015.

However, after further discussion regarding the minutes, Carol Boban requested permission to modify her previous motion to keep all the minutes of previous meetings confidential. Jack Markley, who was the second to the motion, was in agreement. Permission was granted by President Samalea. A new motion was then presented. Carol Boban moved and Jack Markley seconded to approve the minutes of previous meetings lawfully closed under the Open Meetings Act, release for public viewing the minutes of the September 15th and 16th, 2016 Closed Sessions and to keep confidential the minutes of the September 19, 2016 Closed Session and to destroy verbatim closed session recordings prior to October 2015. The motion passed with the following Trustees voting “aye:” Samalea, Chavez, Henricksen, Ostrem, Boban, and Gawlik. Trustees Markley and Harris voted “nay.”

17. Adjournment

MOTION: Diane Harris moved and Essie Chavez seconded to adjourn at 8:30 pm. The motion passed unanimously via voice vote.

