



# JOLIET PUBLIC LIBRARY

CONNECTING YOU TO THE WORLD

## MINUTES

Board of Trustees

Meeting Date: April 20, 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 April 20, 2017. The meeting convened at 7:00 pm. President Lynn Poper Samalea presiding and Secretary Essie Chavez present.

### 2. Pledge of Allegiance

Emmie Ostrem 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, Gail Gawlik, and Diane Harris.

Trustees absent: Carol Boban

Staff members attending were Megan Millen, Catherine Yanikoski, Helene Marzec, Lizzie Matkowski, and Laura Yanchick.

### 4. Agenda Revision and Approval

**MOTION:** Nancy Henricksen moved and Gail Gawlik seconded to approve the agenda as presented. The motion passed unanimously via voice vote.

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

**MOTION:** Emmie Ostrem moved and Diane Harris seconded to approve the minutes of the March 16, 2017 regular Board Meeting. The motion passed unanimously via voice vote.

**MOTION:** Jack Markley moved and Gail Gawlik seconded to approve the minutes of the March 21, 2017 Special 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 4/20/17 Accounts Payable for \$67,337.81, the Checks Written Since Last Board Meeting on March 16, 2017 in the amount of \$152,447.38, and the Summary of Electronic Payroll Transfers for 3/24/17 and 4/7/17 in the amount of \$236,335.49 for a total of \$456,120.68. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Ostrem, Gawlik, Harris, Samalea, Markley, and Chavez.

**MOTION:** Nancy Henricksen moved and Diane Harris seconded to accept and file for audit the 3/31/17 Balance Sheet, the March Report of Accounts, Cash Drawers and Petty Cash.

The motion passed unanimously with the following Trustees voting “aye:” Ostrem, 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.

As a member of the Chicago Street Corridor Plan Advisory Committee, Executive Director Millen reported on the meeting she attended on April 13<sup>th</sup>.

The Library’s parking lot located at Clinton and Chicago Streets is still requiring attention. We own the lot. Paid parking for Library staff in the parking decks appears promising.

The phone system upgrade was discussed with the Chief Information Officer for the City of Joliet. The best course of action appears to be adding the Library onto the City’s phone system. The City can absorb our telephone and Internet costs.

Executive Director Millen, Deputy Director Yanikoski, and Chief Operations Officer Marzec visited the Arlington Heights Memorial Library to observe their call center.

Executive Director Millen discussed an alternate location for offices for the Financial Manager, Deputy Director, Community Engagement, and Call Center. The plan is to house these offices in the northeast corner on the second floor of the Ottawa Street building.

**9. Deputy Director’s Report – Catherine Yanikoski**

Deputy Director Yanikoski reported that a Selectors Summit is coming up on April 25<sup>th</sup>. This is the first in a series of days where the Public Services Managers and collection selectors meet to discuss and brainstorm ideas regarding collection development.

**10. Committee Reports**

- a) **Executive** – President Samalea gave the status of Jim Sczepaniak’s memorial plaque which is moving forward although there is a backlog.
- b) **Buildings and Grounds** – Chairperson Emmie Ostrem scheduled a tour of the Black Road Branch on Thursday, May 18, 2017 at 6:15 pm prior to the regular Board Meeting.
- c) **Finance** – No report
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report

**11. Unfinished Business - None**

**12. New Business**

**ACTION ITEM:**

**Approval of Letter to Mayor O'Dekirk regarding the reappointment of Trustees**

**MOTION:** Jack Markley moved and Nancy Henricksen seconded to approve the letter addressed to Mayor O'Dekirk regarding the reappointment of two trustees and one vacancy for a three year term. The motion passed unanimously with the following Trustees voting "aye:" Gawlik, Harris, Samalea, Markley, Chavez, Henricksen, and Ostrem.

**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.

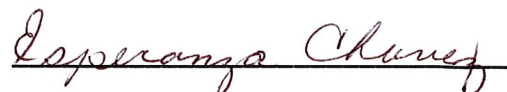
**15. Announcements** – None

**16. 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.

**17. Adjournment**

**MOTION:** Jack Markley moved and Diane Harris seconded to adjourn at 8:17 pm. The motion passed unanimously via voice vote.

A handwritten signature in dark ink, reading "Esperanza Chavez", is written over a horizontal line.