

## MINUTES

Board of Trustees

Meeting Date: May 18, 2017

7:00 p.m. ~ Black Road Branch – Meeting Rooms E & 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 18, 2017. The meeting convened at 7:00 pm. President Lynn Poper Samalea presiding and Secretary Essie Chavez present.

### 2. Pledge of Allegiance

Linda Ward-Callaghan led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

Trustees present: Lynn Samalea, Essie Chavez, Nancy Henricksen, Emmie Ostrem, and Carol Boban.

Trustees absent: Jack Markley, Gail Gawlik, and Diane Harris

Staff members attending were Megan Millen, Catherine Yanikoski, Helene Marzec, Lisa Bobis, Dawn Ritter, Linda Ward-Callaghan, Laura Yanchick, Denise Zielinski, and Deb Fowler.

Jamie Wilkey and Lia Lopez of Lauterbach & Amen, LLC were also in attendance.

### 4. Agenda Revision and Approval

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

### 5. FY2016 Audit Review – Representative from Lauterbach & Amen, LLP

Jamie Wilkey and Lia Lopez of Lauterbach & Amen, LLP presented the audit findings for FY2016 for the Joliet Public Library and offered a “clean” opinion. It was found that generally accepted accounting principles were followed in the creation of financial statements, in all material respects, along with the respective financial position of the governmental activities, each major fund, the aggregate remaining fund information, and the respective changes in financial position for the Library as of December 31, 2016.

**6. Summer Reading Club Presentation – Linda Ward-Callaghan and Laura Yanchick**

Laura Yanchick, Dawn Ritter, and Linda Ward-Callaghan presented program information, reading goals and prizes for the upcoming revamped Summer Reading Challenge.

**7. Minutes review, revision, and approval**

**MOTION:** Emmie Ostrem moved and Nancy Henricksen seconded to approve the minutes of the April 20, 2017 regular Board Meeting. The motion passed unanimously via voice vote.

**8. Treasurer's Report**

**MOTION:** Nancy Henricksen moved and Carol Boban seconded to accept and authorize for payment the 5/18/17 Accounts Payable for \$80,587.75, the Checks Written Since Last Board Meeting on April 20, 2017 in the amount of \$124,550.17, and the Summary of Electronic Payroll Transfers for 4/21/17 and 5/5/17 in the amount of \$235,900.94 for a total of \$441,038.86. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Ostrem, Boban, Samalea, and Chavez.

**MOTION:** Nancy Henricksen moved and Emmie Ostrem seconded to accept and file for audit the 4/30/17 Balance Sheet, the April Report of Accounts, Cash Drawers and Petty Cash. The motion passed unanimously with the following Trustees voting "aye:" Ostrem, Boban, Samalea, Chavez, and Henricksen.

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

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

**10. Executive Directors' Report – Megan Millen**

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

Executive Director Millen reported that the Innovation Pavilion project is still a viable plan, but it has been tabled until September when the STEM School and Academy will be back in session.

Discussion with the City of Joliet continues regarding the Library parking lot.

A status report was provided regarding the telephone system upgrade for the Library. We are looking to partner with the City of Joliet on this project. A consultant will be assisting the City with their telephone system and will consider whether a PBX upgrade or a hosted server is the best option as they move forward. Either method would work for the Library.

At the June 15, 2017 Board Meeting we will be seeking the approval of the Board to make both Library buildings smoke free campuses.

Executive Director Millen was elected to the Board of the City Center Partnership. Her term starts in June 2017.

#### 11. Deputy Director's Report – Catherine Yanikoski

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

Deputy Director Yanikoski reported on the Selectors Summit that took place on April 25<sup>th</sup> at the Black Road Branch. The day was filled with brainstorming, discussing, and coming together to establish a better understanding of our collection development practices and procedures. Part 2 of the Summit will tentatively take place in late June.

Staff who regularly interact with patrons were asked to keep a log of phone calls they received and/or transferred for a two week period from 4/10/17 to 4/23/17. This information will help to determine current call traffic.

#### 12. Committee Reports

- a) **Executive** – President Samalea appointed the Nominating Committee. The members are Nancy Henricksen, who will serve as the Chairperson, Carol Boban and Emmie Ostrem.
- b) **Buildings and Grounds** – Chairperson Emmie Ostrem reported that a tour of the Black Road Branch occurred on Thursday, May 18, 2017 at 6:15 pm prior to the regular Board Meeting. Overall, the committee is pleased with the building and grounds.
- c) **Finance** – No report
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report

#### 13. Unfinished Business - None

#### 14. New Business

##### **ACTION ITEM:**

**Approval of Elens & Maichin Roofing as the lowest qualified bidder for the full roof replacement at the Ottawa Street building with the base bid in the amount of \$1,061,880**

**MOTION:** Nancy Henricksen moved and Essie Chavez seconded to approve Elens & Maichin Roofing as the lowest qualified bidder for the full roof replacement at the Ottawa Street building with the base bid in the amount of \$1,061,880. The motion passed unanimously with the following Trustees voting "aye:" Boban, Samalea, Chavez, Henricksen, and Ostrem.

**Approval of Alternate Bid #1 from Elens & Maichin Roofing – deduct \$61,500 to change asphalt roof shingles from Grand Manor to Landmark**

Chief Operations Officer Marzec explained the differences and showed samples of each type of shingle. The Grand Manor shingle is a 50 year shingle. It is a heavier and larger shingle which is more wind resistant.

**MOTION:** Nancy Henricksen moved and Emmie Ostrem seconded to reject approval of Alternate Bid #1 from Elens & Maichin Roofing to deduct \$61,500 to change the type of



asphalt roof shingles from Grand Manor to Landmark for the full roof replacement project at the Ottawa Street building. The motion passed unanimously with the following Trustees voting “aye:” Samalea, Chavez, Henricksen, Ostrem, and Boban.

**Approval of Alternate Bid #2 from Elens & Maichin Roofing – add \$10,740 to change dome roof from asphalt shingles to metal**

**MOTION:** Nancy Henricksen moved and Emmie Ostrem seconded to approve Alternate Bid #2 from Elens & Maichin Roofing to add \$10,740 to change the dome roof on the tower portion of the Ottawa Street building from asphalt shingles to metal as part of the full roof replacement project. The motion passed unanimously with the following Trustees voting “aye:” Samalea, Chavez, Henricksen, Ostrem, and Boban.

**Approval of Alternate Bid #3 from Elens & Maichin Roofing – add \$5,440 to replace existing wood ladder with metal**

**MOTION:** Nancy Henricksen moved and Carol Boban seconded to reject Alternate Bid #3 from Elens & Maichin Roofing to add \$5,440 to replace the existing wood ladder with a metal one as part of the full roof replacement project at the Ottawa Street building. The motion passed unanimously with the following Trustees voting “aye:” Chavez, Henricksen, Ostrem, Boban, and Samalea.

**Approval of Alternate Bid #4 from Elens & Maichin Roofing – deduct \$60,760 to change sheet copper metal work to prefinished sheet steel**

**MOTION:** Emmie Ostrem moved and Nancy Henricksen seconded to approve Alternate Bid #4 from Elens & Maichin Roofing to deduct \$60,760 to change sheet copper metal work to prefinished sheet steel as part of the full roof replacement project at the Ottawa Street building. The motion passed unanimously with the following Trustees voting “aye:” Henricksen, Ostrem, Boban, Samalea, and Chavez.

**Approval of Acquisitions Associate Job Description**

**MOTION:** Nancy Henricksen moved and Essie Chavez seconded to approve the Acquisitions Associate job description. A minor correction to remove a duplicate phrase in the Qualifications section of the job description will be addressed. The motion passed unanimously with the following Trustees voting “aye:” Ostrem, Boban, Samalea, Chavez, and Henricksen.

**First Reading of Policy F02 – Fund Balance/Net Assets Policy**

**MOTION:** Essie Chavez moved and Nancy Henricksen seconded to approve, for first reading, F02- Fund Balance/Net Assets Policy. This policy will be presented for second reading and approval at the June 15, 2017 Board Meeting. The motion passed unanimously via voice vote.

**First Reading of Policy F03 – Outstanding Check Policy**

**MOTION:** Nancy Henricksen moved and Carol Boban seconded to approve, for first reading, F03 – Outstanding Check Policy. This policy will be presented for second reading

and approval at the June 15, 2017 Board Meeting. The motion passed unanimously via voice vote

**First Reading of Policy F04 – Capital Asset Policy**

**MOTION:** Nancy Henricksen moved and Emmie Ostrem seconded to approve, for first reading, F04 – Capital Asset Policy. Attention was brought to some minor changes that will be addressed before the second reading at the June 15, 2017 Board Meeting. The motion passed unanimously via voice vote.

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

There was no public participation.

**16. Staff Reports** – Completed reports were included in the Board packet.

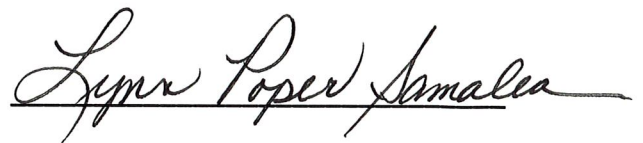
**17. Announcements** – Executive Director Millen announced the Library is applying for an Acting Up grant from Chicago Community Trust's *On The Table*. This is an annual forum where people come from surrounding communities to network, share ideas, and discuss issues that are important to them. As a result, On the Table wants to assist with making ideas and/or projects come to fruition by awarding either \$1,000 or \$2,500 grants. To apply, a short (two minutes or less) video submission explaining your idea and its potential impact on the community has to be uploaded to YouTube.com between May 17<sup>th</sup> and May 31st, 2017 for consideration. The winners will be announced by June 30, 2017. JPL is planning to advocate for electricity or a smartboard in our study rooms at the Black Road Branch and to create little libraries in the community on the east side of Joliet.

**18. 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.

**19. Adjournment**

**MOTION:** Carol Boban moved and Essie Chavez seconded to adjourn at 8:49 pm. The motion passed unanimously via voice vote.

A handwritten signature in cursive script, reading "Lynn Poper Amalea", written in black ink.