

MINUTES

Board of Trustees

Meeting Date: July 20, 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 July 20, 2017. The meeting convened at 7:05 pm. President Lynn Poper Samalea presiding and Secretary Essie Chavez present.

2. Pledge of Allegiance

Dena Dremonas 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 Catherine Yanikoski, Helene Marzec, Dena Dremonas, Denise Zielinski, and Deb Fowler.

Nicole Bregar, Intern, was also in attendance to observe the meeting.

4. Agenda Revision and Approval

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

5. Oath of Officers

The Oath of Office was taken by the following Trustees for their respective offices.

Dr. John Markley – President

Nancy Henricksen – Vice President

Carol Wolfe Boban – Secretary

Lynn Poper Samalea – Treasurer

After the oaths were taken, former President Samalea passed the gavel to incoming President Markley who then presided over the rest of the meeting.

6. Minutes review, revision, and approval

MOTION: Emmie Ostrem moved and Lynn Samalea seconded to approve the minutes of the June 15, 2017 regular Board Meeting as presented. The motion passed unanimously via voice vote.

7. Treasurer's Report

MOTION: Lynn Samalea moved and Nancy Henricksen seconded to accept and authorize for payment the 7/20/17 Accounts Payable for \$191,747.39, the Checks Written Since Last Board Meeting on June 15, 2017 in the amount of \$185,297.51, and the Summary of Electronic Payroll Transfers for 6/16/17, 6/30/17, and 7/14/17 in the amount of \$351,398.15 for a total of \$728,443.05. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Ostrem, Boban, Gawlik, Harris, Samalea, Markley, and Chavez.

MOTION: Lynn Samalea moved and Diane Harris seconded to accept and file for audit the 6/30/17 Balance Sheet, the June 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, Harris, Samalea, Markley, Chavez, Henricksen, and Ostrem.

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

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

9. Executive Director's Report

Executive Director Millen was not in attendance due to a death in the family. In her absence, Deputy Director Yanikoski and Chief Operations Officer Marzec reported on her behalf.

On July 18th two representatives from Innovation Pavilion toured the Ottawa Street Branch building. During the tour they inquired about technology use and study rooms. They were interested in the third floor (attic) and impressed with our Digital Media Studio and staff breakroom. They expressed a desire to tour the Black Road Branch building in the near future.

The Board is being asked to vote tonight on the revised Rules of Conduct Policy which contains new language designating both Library buildings as smoke free campuses. Chief Operations Officer Marzec explained the issues which led to the decision for smoke free campuses.

The Chicago Community Trust awarded a \$2,500 *On the Table Grant* to Deputy Director Yanikoski to help fund the Little Free Libraries project. The idea of this project is to reach out to the underserved areas of Joliet by building, installing, and filling 12 Little Free Libraries. Congratulations from the Board were expressed to Deputy Director Yanikoski for her efforts and application.

The general consensus of the Board is to have the Library pay the annual dues of \$275 to the Rotary Club of Joliet for the membership of Executive Director Millen. She has stated

the necessity to, “have a seat at every table” so that the face of the Joliet Public Library is visible to other community organizations. Becoming a Rotarian will help fulfill this goal.

10. Deputy Director’s Report – Catherine Yanikoski

A complete report was included in the Board packet. Following is one of the highlights from her report.

Deputy Director Yanikoski reported that the second Selectors Summit was held on June 20th and 18 staff members from various departments were in attendance. The group discussed the needs of the Library and worked on priorities pertaining to the buildings, collections, policies, procedures, and service. Some of the topics discussed included homebound service, developing an outreach committee, reaching our underserved population, developing community partnerships, and providing materials to assisted living facilities.

11. Committee Reports

- a) **Executive** – There was discussion regarding the potential elimination of some or all of the standing committees and just call Committee of the Whole meetings as needed. Director Millen and Deputy Director Yanikoski will discuss the need for committees and provide a recommendation.
- b) **Buildings and Grounds** – No report
- c) **Finance** – No report
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report

- 12. Unfinished Business** - It was with great pride and satisfaction that Trustee Samalea presented the finished plaque honoring former Trustee James P. Sczepaniak. The plaques will be encased in conservation glass and then one will be on display at each Library building.

13. New Business

ACTION ITEM:

Request approval to accept the proposal from Johnson Controls for emergency repairs to the Carrier Air Handler Condensing Unit #2 at the Black Road Branch totaling \$26,423.61 for materials and labor

Chief Operations Officer Helene Marzec provided background information relating to the need for emergency repairs to the air conditioning in the staff area at the Black Road Branch. She distributed information on three proposals received for repairs to the air handler condensing unit #2. The lowest bidder was Johnson Controls with a bid of \$26,423.61 for parts and labor. It was recommended to approve their proposal.

MOTION: Carol Boban moved and Nancy Henricksen seconded to approve the proposal from Johnson Controls for emergency repairs to the Carrier Air Handler Condensing Unit #2 at Black Road Branch in the amount of \$26,423.61. The motion passed unanimously with

the following Trustees voting “aye:” Boban, Gawlik, Harris, Samalea, Markley, Chavez, Henricksen, and Ostrem.

Request approval on revised Joliet Public Library Rules of Conduct Policy

MOTION: Nancy Henricksen moved and Gail Gawlik seconded to approve the revised Rules of Conduct Policy. The motion passed unanimously via voice vote.

14. Public Participation (regarding new business or other topics)

There was no public participation.

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

Dena Dremonas, Human Resources Generalist reported on her findings pertaining to the insurance premiums for health, dental, vision, and life insurance for Library employees. As things stand now, if the Library stays with Blue Cross Blue Shield, there will not be an increase in the overall health care premium for the 2017/2018 year. She is waiting to receive a proposal from United Healthcare so that a cost comparison can be made. This topic will be addressed by the Board in August.

16. Announcements – Condolences were expressed to Executive Director Millen on the death of her mother.

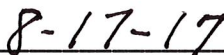
17. Closed Session – Adjourn to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific Library employees (5 ILCS 120/2(c)(1))

There was no Closed Session.

18. Adjournment

MOTION: Gail Gawlik moved and Diane Harris seconded to adjourn at 8:32 pm. The motion passed unanimously via voice vote.


Carol Wolfe Boban, Secretary


Date