



MINUTES

Board of Trustees

Meeting Date: November 16, 2017

7:00 p.m. Ottawa St. 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 November 16, 2017. The meeting convened at 7:00 pm. Vice President Nancy Henricksen presiding.

2. Pledge of Allegiance

Megan Millen led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Nancy Henricksen, Lynn Samalea, Essie Chavez, Gail Gawlik, and Emmie Ostrem.

Trustees absent: Carol Boban and Jack Markley

Staff members attending were Megan Millen, Catherine Yanikoski, Keith Folk, Helene Marzec, Laura Yanchick, Denise Zielinski, Linda Ward-Callaghan, Keisha Mandara, Leslie Eggman and Dana Perry.

4. Agenda Revision and Approval

MOTION: Lynn Samalea moved and Gail Gawlik seconded to approve agenda as presented. The motion passed unanimous via voice vote

5. Minutes review, revision, and approval

MOTION: Emmie Ostrem moved and Essie Chavez seconded to approve the minutes of the October 19th, 2017 regular Board Meeting as presented and November 8th Directors Review, Special Board Meeting. The motion passed unanimously via voice vote.

6. Treasurer's Report

MOTION: Lynn Samalea moved and Gail Gawlik seconded to accept and authorize payment for the 11/16/17 Accounts Payable for \$59,915.83, the Checks Written Since Last Board Meeting on October 19th, 2017 in the amount of \$448,682.28, and the Summary of Electronic Payroll Transfers for 10/20/17 and 11/3/17 in the amount of \$238,912.75 for a total of \$747,510.86. The motion passed unanimously with the following Trustees voting "aye:" Samalea, Chavez, Gawlik, Ostrem, Henricksen.

MOTION: Lynn Samalea moved and Gail Gawlik seconded to accept and file for audit the 10/31/17 Balance Sheet, the October Report of Accounts, Cash Drawers and Petty Cash, and the Tax Distribution Report. The motion passed unanimously with the following Trustees voting "aye" Chavez, Gawlik, Ostrem, Henricksen, and Samalea.

Diane Harris arrived at 7:11P.M.

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

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

8. Executive Director's Report

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

Megan discussed the development of a Fund Balance Distribution List, projected for FY2018. This Fund Balance creates solid rational for the distributions of funds.

PMA (Prudent Man Advisors) representative, Courtney Soebe, visited the Business Office to discuss the benefits they have to offer. PMA is a financial company that has served governmental entities for over 30 years, focused on achieving long-term financial success for its clients.

Also discussed was a potential revised Meeting Room Policy.

9. Deputy Director's Report

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

Brought before the Board this month is a revision on Circulation Policy. The Board was asked to consider the following changes made; Permitting Temporary Visitors and Residents in Transition the ability to get a library card; Increasing the fine threshold from \$5.00 to \$10.00; Limiting current out of system Interlibrary Loan requests to JPL Patrons and other Pinnacle Library Cooperative library residents and children of shared guardianship may have up to two JPL cards, based on the addresses of their respective parents.

While Catherine develops partnerships with District 86, the creation of the Joliet Outreach collection continues to grow. The goal of this collection is to formulate a literacy

enhancement plan that will encourage families, particularly families in unincorporated districts, to get library cards, have schools invest in their libraries and, most importantly, encourage children to explore books and read.

- 10. Unfinished Business** – Vice President Nancy Henricksen encouraged The Board and Staff to forward any ideas of where to place the plaque honoring late Board President, James Sczepaniak, to Dana Perry.

11. ACTION ITEM:

Approval of Virtual Services Supervisor and Virtual Services Clerk Position:

MOTION: Lynn Samalea moved and Gail Gawlik seconded to approve the Virtual Services Supervisor and Virtual Services Clerk Position. The vote passed unanimously via voice vote.

Approval of 2018 Fund Balance Distribution:

MOTION: Lynn Samalea moved and Gail Gawlik seconded to approve the 2018 Fund Balance Distribution. The motion passed unanimously with the following Trustees voting “aye”: Henricksen, Samalea, Chavez, Gawlik, Harris, and Ostrem.

Approval of Resolution #2017-03

MOTION: Lynn Samalea moved and Emmie Ostrem seconded to approve the Resolution #2017-03. The motion passed unanimously with the following trustees voting “aye”: Henricksen, Samalea, Chavez, Gawlik, Harris, and Ostrem.

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

There was no public participation.

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

Dana informed the Board of Trustees, along with fellow staff members, that an archived file in the Business Office revealed JPL created a Time Capsule 25 years ago, due to be opened in October 2017. With help from the Maintenance Department the capsule was located in the basement of Ottawa Street Branch. We will have a Time Capsule Opening Ceremony at our next Board Meeting, December 21st, 2017.

14. Announcements –

There were no announcements

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

Carol Wolfe Boban, Secretary

Date