



MINUTES

Board of Trustees

Meeting Date: October 15th, 2020

Virtual and In Person Board Meeting

1. Convene and Call to Order

A regular meeting of the Board of Trustees of the Joliet Public Library was held via Zoom and in person on October 15th, 2020. The meeting convened at 7:00 p.m. with 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, Emmie Ostrem, Lynn Samalea, Essie Chavez, Gail Gawlik and Diane Harris

Trustees absent: Dr. Jack Markley

Staff members attending were Megan Millen, Catherine Y. Adamowski, Laura Yanchick, Linda Ling, Mallory Hewlett, Dawn Ritter, Joe Masters, Christina Special, and Dana Perry.

Also in attendance was Elaine Bottomly.

4. Agenda Revision and Approval

MOTION: Lynn Samalea moved and Diane Harris seconded to accept the agenda. The motion passed unanimously with the following trustees voting "aye": Henricksen, Ostrem, Samalea, Chavez, Gawlik and Harris.

5. Minutes Review, Revision, and Approval

Regular Board Meeting—September 17th, 2020

MOTION: Gail Gawlik moved and Lynn Samalea seconded to approve the minutes of the September 17th, regular Board meeting. The motion passed unanimously with the following trustees voting "aye": Henricksen, Samalea, Chavez, Gawlik, Harris and Ostrem

6. Treasurer's Report

MOTION: Gail Gawlik moved and Essie Chavez seconded to accept and authorize for payment the 10/15/2020 Accounts Payable for \$69,512.72, the Checks Written since Last Board Meeting on 9/17/2020 in the amount of \$137,755.21 and the Electronic Payroll Transfers for 9/18/2020 and 10/2/2020 in the amount of \$234,530.34, for a Total Accounts Payable of \$441,798.27. The motion passed unanimously with the following trustees voting "aye": Henricksen, Samalea, Harris, Chavez, Gawlik and Ostrem.

MOTION: Gail Gawlik moved and Diane Harris seconded to accept and file for audit the 10/15/2020 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting "aye": Henricksen, Samalea, Chavez, Harris, Gawlik and Ostrem

7. Public Participation (Regarding the current agenda's ACTION ITEMS)--None

8. Executive Director's Report---Megan Millen

A complete Report was included in the Board Packet. Following, are some highlights of her report-

Funding for Project Burnham is officially secured. Executive Director Millen thanked the Board and staff for their support and assistance in the process.

The Illinois Historic Preservation Agency is aware of our remodel and will be reviewing some of changes made to the original portion of the building.

Bidding on the project will take place after the Holidays, groundbreaking will take place in March. The project is broken down into 4 phases.

We continue to track our expenses for the Will County Cares Act Grant

A draft budget will be presented to the Board this month, adjustments will be made as managers and supervisors turn in their merit increases for staff.

9. Deputy Director's Report---Catherine Y. Adamowski

A complete Report was included in the Board Packet. Following, are some highlights of her report-

The Census deadline is near. JPL feels confident that we did our absolute best to spread the word and get the count!

Biblioboard- JPL intends to launch our own paid library subscription to this resource by November 2020.

We continue to plan our Amnesty Program, scheduled to launch by November 2020. We will collaborate with at least one local food pantry and one animal shelter.

10. Unfinished Business---

Executive Director Review- Written evaluations are due to Essie by October 22nd. The face to face evaluation will be held on November 9th, 2020 at the Ottawa St. location.

11. New Business-

- **Trustee Code of Ethics Committee**
President Henricksen appointed a Trustee Code of Ethics Committee. Gail Gawlik will chair the committee, also on the committee is; Lynn Samalea Emmie Ostrem and Nancy Henricksen
- **First draft FY2021 Operating Budget without Project Burnham funds**
Executive Director Millen provided annotations on the FY2021 Operating Budget. There is a decrease in the materials line budget due to Project Burnham. We will be working closely with our financial manager at PMA. Our levy remains flat this year.

ACTION ITEMS:

- **Motion to Approve Joliet Public Library Holiday Schedule 2021**
Emmie Ostrem moved and Gail Gawlik seconded to approve the Joliet Public Library Holiday Schedule 2021.
The motion passed unanimously with the following trustees voting "aye"
Heckricksen, Samalea, Chavez, Harris, Gawlik, Ostrem
- **Motion to Approve purchase of Condensing Unit from Johansen & Anderson for the Black Road Branch in the amount of \$14,795.00**
Lynn Samalea moved and Diane Harris seconded to approve the purchase of Condensing Unit from Johansen & Anderson for the Black Road Branch in the amount of \$14,795.00
The motion passed unanimously with the following trustees voting "aye"
Heckricksen, Samalea, Chavez, Harris, Gawlik, Ostrem

12. Public Participation--- None.

13. Staff Reports---

Adult Services continues to stay busy and in good spirits.

Youth Services continues to have a successful run with bookworm bags. It's a great way to get kids excited about books and literacy.

Joe Masters unveiled the newly placed book drop at BRB recently.

Our Communications Department is pleased to promote things such as Cards for Educators and the Pay it Forward Campaign.

14. Announcements--- Happy Halloween!

15. Adjournment

MOTION: Diane Harris moved and Gail Gawlik seconded to adjourn the meeting at 7:47 p.m. The motion passed unanimously with the following trustees voting "aye": Henricksen, Samalea, Chavez, Gawlik, Harris and Ostrem.



President, Nancy Henricksen



Date