

MINUTES

Board of Trustees

Meeting Date: September 17th, 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 September 17th, 2020. The meeting convened at 7:00 p.m. with President Nancy Henricksen presiding.

2. Pledge of Allegiance

Dr. Jack Markley led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Dr. Jack Markley, Nancy Henricksen, Emmie Ostrem, Lynn Samalea, Essie Chavez, Gail Gawlik and Diane Harris

Staff members attending were Megan Millen, Catherine Y. Adamowski, Jack Kelderhouse, Laura Yanchick, Linda Ling, Mallory Hewlett, Dawn Ritter, Joe Masters, Janie Rodriguez, Dena Dremonas and Dana Perry.

Also in attendance was Sarah Ponto, Shaun Kelly and Kristen Richardson from Engberg Anderson. John Shales and Josh Campanelli from SMC were also present.

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, Markley, Samalea, Chavez, Gawlik and Harris.

5. Minutes Review, Revision, and Approval

Regular Board Meeting—August 20th, 2020

MOTION: Dr. Jack Markley moved and Essie Chavez seconded to approve the minutes of the August 20th, regular Board meeting. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris and Ostrem

6. Treasurer's Report

MOTION: Gail Gawlik moved and Emmie Ostrem seconded to accept and authorize for payment the 9/17/2020 Accounts Payable for \$56,173.97, the Checks Written since Last Board Meeting on 8/20/2020 in the amount of \$124,574.44 and the Electronic Payroll Transfers for 8/21/2020 and 9/4/2020 in the amount of \$235,593.89, for a Total Accounts Payable of \$416,342.30. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Harris, Chavez, Gawlik and Ostrem.

MOTION: Gail Gawlik moved and Lynn Samalea seconded to accept and file for audit the 9/17/2020 Balance Sheet, the Report of Accounts, Cash Drawers and Tax Distribution. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Harris, Gawlik and Ostrem

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

8. Introduction of John Shales of SMC-

John Shales and Josh Campanelli greeted the Board and thanked them for selecting SMC to be the Construction Manager on Project Burnham. SMC has extensive experience in the Library sector and is confident in safely keeping the Library occupied while under construction.

9. Project Burnham Update from Engberg Anderson

Engberg Anderson provided a PowerPoint that updated the Board on Project Burnham. Renderings showed visuals of the DMS/ Art Studio, a gallery area near the entrance, the local history room, programming rooms, and the new childrens' space. Sarah provided samples of the flooring and paint. Shaun gave an updated timeline for the project.

10. Health Insurance Review- Dena Dremonas, HR Generalist

Dena presented the 2021 BCBS Renewal Rates. There were slight increases in both the major medical healthcare, dental and life insurance.

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

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

Executive Director Millen informed the Board that we applied for the Will County Cares Act Grant and are eligible to be reimbursed for COVID related expenses.

The FY2021 Budget will be presented to the Board in October. The ongoing pandemic along with Ottawa St. being under construction during 2021 has presented some challenges while creating the budget. We will not be requesting an increase in revenue this year and we won't need it.

Updates were given on the progress of accomplishing the goals set forth in our Strategic Plan.

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

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

Deputy Director Adamowski thanked the Board for approving our Fine Free Initiative. Amnesty Program plans are underway and scheduled to launch in Fall of 2020.

Our partnership with JTHS District 204 and Joliet Public School- District 86 is in full swing with the passing of Cards for Kids proposal.

We continue to promote the Census, placing targeting messaging around Joliet.

13. Unfinished Business---None.

14. New Business-

President Henrickson reminded Trustees that the Executive Directors annual evaluation is approaching. The Trustees discussed and agreed to use the same evaluation method as they used last year. Evaluation forms will be included in the October board packet, the evaluation will be held in November.

ACTION ITEMS:

- **Motion to Approve Revised Bylaws**

Diane Harris moved and Gail Gawlik seconded to approve the Revised Bylaws. The motion passed unanimously with the following trustees voting "aye" Heckricksen, Samalea, Chavez, Harris, Gawlik, Ostrem and Markley.

15. Public Participation ---None.**16. Staff Reports**

Dawn Ritter, Adult Services, thanked Ivan Padilla for his extensive efforts to promote the Census

Mallory Hewlett, Marketing Coordinator, voiced how exciting it is to promote such positive things such as Fine Free, Cards for Kids and Bookworm Bags.

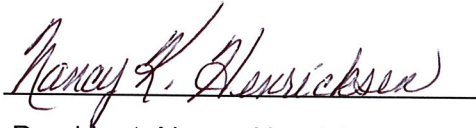
Laura Yanchick, Youth Services, talked about her successful Bookworm Bags, within the first week, 48 patrons signed up to receive a bag. Over 122 patrons signed up for Program in a Bag.

Joe Masters, Building Services, informed the Board of his plans to make minor adjustments to the Black Road Branch parking lot.

17. Announcements- The Board of Trustees voiced their admiration for the staff's enthusiasm and creativity during these unprecedented times.

18. Adjournment

MOTION: Emmie Ostrem moved and Diane Harris seconded to adjourn the meeting at 8:19 p.m. The motion passed unanimously with the following trustees voting "aye": Henricksen, Markley, Samalea, Chavez, Gawlik, Harris and Ostrem.



President, Nancy Henricksen



Date