



MINUTES

Board of Trustees

Meeting Date: June 15, 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 June 15, 2017. The meeting convened at 7:00 pm. President Lynn Poper Samalea presiding.

2. Pledge of Allegiance

Carol Boban led the group in the Pledge of Allegiance.

3. Roll Call of Trustees

Trustees present: Lynn Samalea, Jack Markley, Nancy Henricksen, Carol Boban, Gail Gawlik, and Diane Harris.

Trustees absent: Essie Chavez and Emmie Ostrem

Staff members attending were Megan Millen, Catherine Yanikoski, Keisha Mandara, Laura Yanchick, Denise Zielinski, and Deb Fowler.

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. Minutes review, revision, and approval

MOTION: Gail Gawlik moved and Nancy Henricksen seconded to approve the minutes of the May 18, 2017 regular Board Meeting. The motion passed unanimously via voice vote.

6. Treasurer's Report

MOTION: Nancy Henricksen moved and Diane Harris seconded to accept and authorize for payment the 6/15/17 Accounts Payable for \$84,807.37, the Checks Written Since Last Board Meeting on May 18, 2017 in the amount of \$128,489.67, and the Summary of Electronic Payroll Transfers for 5/19/17 and 6/2/17 in the amount of \$236,075.05 for a total of \$449,372.09. The motion passed unanimously with the following Trustees voting "aye:" Henricksen, Boban, Gawlik, Harris, Samalea, and Markley.

MOTION: Nancy Henricksen moved and Diane Harris seconded to accept and file for audit

the 5/31/17 Balance Sheet, the May Report of Accounts, Cash Drawers and Petty Cash. The motion passed unanimously with the following Trustees voting "aye:" Boban, Gawlik, Harris, Samalea, Markley, and Henricksen.

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 – Megan Millen

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

Executive Director Millen reported on the status of Innovation Pavilion project.

There are ongoing negotiations with the City of Joliet regarding the Library parking lot.

Executive Director Millen provided an explanation and justification for passing our own Prevailing Wage Act Resolution, even though we are covered as part of the City's ordinance.

The Pinnacle fees for the Joliet Public Library for the upcoming fiscal year, which begins July 1st, have been reduced thanks to substantial negotiations on the part of Paul Mills, Pinnacle Treasurer and Scott Pointon, past President of Pinnacle.

Executive Director Millen reported that she serves on the ILA Reporter Committee and will be editing the October 2017 issue, which will focus on urban public libraries and service to the poor. She will contribute an article featuring the Joliet Public Library and its partnership with the Will County Center for Community Concerns.

RAILS Executive Director, Dee Brennan, along with some RAILS members, has begun discussion about usage options for the Non-Resident Fee Card.

9. 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 that the next Selectors Summit is scheduled for June 20th and will focus on topics pertaining to the collection, checkout and hold processes, and first impressions of each JPL branch, just to name a few.

An explanation regarding the Access Services supervisory structure was provided.

In the ongoing evaluation of establishing a Call Center, Deputy Director Yanikoski reported on the statistics from the recent two week tracking of 1,030 incoming phone calls. She reported on the category of phone calls and how many were transferred to other departments.

10. Committee Reports

- a) **Executive** – President Samalea provided a status update on the memorial plaques that will honor former Trustee Jim Sczepaniak. There was discussion on the type and style of plaque and samples of DigiPrint plaques were passed around to the Trustees for consideration. The general consensus of the Trustees was to go with the DigiPrint type of plaque. President Samalea will obtain price quotes for two plaques. A plaque will be displayed at each Library branch.
- b) **Buildings and Grounds** – No report
- c) **Finance** – No report
- d) **Personnel** – No report
- e) **Program** – No report
- f) **Technology** – No report
- g) **Nominating** – Chairperson Nancy Henricksen reported that the Nominating Committee met on May 25th and proposed a slate of Officer candidates.

ACTION ITEM:

MOTION: Diane Harris moved and Gail Gawlik seconded to approve the following slate of Officers. Their two year terms begin in July 2017.

President – Jack Markley
Vice President – Nancy Henricksen
Secretary – Carol Boban
Treasurer – Lynn Poper Samalea

The motion passed unanimously via voice vote.

11. Unfinished Business - None

12. New Business

ACTION ITEM:

Approval of Non-Resident Fee Card in the amount of \$125/year

MOTION: Jack Markley moved and Nancy Henricksen seconded to approve the Non-Resident Fee Card amount of \$125 per year. The motion passed unanimously with the following Trustees voting “aye:” Gawlik, Harris, Samalea, Markley, Henricksen, and Boban.

Approval of Resolution 2017-02 – Prevailing Rate of Wages of Laborers, Mechanics, and Other Workers Under Contract by the Library

MOTION: Nancy Henricksen moved and Jack Markley seconded to approve Resolution 2017-02 – Prevailing Rate of Wages of Laborers, Mechanics, and Other Workers Under Contract by the Library. The motion passed unanimously with the following Trustees voting “aye:” Harris, Samalea, Markley, Henricksen, Boban, and Gawlik.

Approval of Stacks Maintenance Supervisor job description

MOTION: Nancy Henricksen moved and Jack Markley seconded to approve the Stacks Maintenance Supervisor job description. The motion passed via voice vote. Trustee Boban voted "no."

Approval of Circulation Supervisor (OSB) job description

MOTION: Diane Harris moved and Nancy Henricksen seconded to approve the Circulation Supervisor job description. The motion passed unanimously via voice vote.

Approval of Circulation Supervisor (BRB) job description

MOTION: Gail Gawlik moved and Diane Harris seconded to approve the Circulation Supervisor job description. The motion passed unanimously via voice vote.

Second Reading and Approval of Policy F02 – Fund Balance/Net Assets Policy

MOTION: Nancy Henricksen moved and Carol Boban seconded to approve Policy F02-Fund Balance/Net Assets Policy. The motion passed unanimously via voice vote.

Second Reading and Approval of Policy F03 – Outstanding Check Policy

MOTION: Jack Markley moved and Nancy Henricksen seconded to approve F03 – Outstanding Check Policy. The motion passed unanimously via voice vote

Second Reading and Approval of Policy F04 – Capital Asset Policy

MOTION: Nancy Henricksen moved and Jack Markley seconded to approve F04 – Capital Asset Policy. The motion passed unanimously via voice vote.

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

There was no public participation.

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

15. Announcements – None

16. 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.

17. Adjournment

MOTION: Carol Boban moved and Jack Markley seconded to adjourn at 8:08 pm. The motion passed unanimously via voice vote.

