

## MINUTES

Board of Trustees

Meeting Date: August 17, 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 August 17, 2017. The meeting convened at 7:00 pm. President Jack Markley presiding and Secretary Carol Boban present.

### 2. Pledge of Allegiance

Diane Harris led the group in the Pledge of Allegiance.

### 3. Roll Call of Trustees

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

Trustees absent: None

Staff members attending were Megan Millen, Catherine Yanikoski, Keith Folk, Mallory Hewlett, Helene Marzec, Lizzie Matkowski, Rosy Salazar, Candy Van Tine, Linda Ward-Callaghan, Laura Yanchick, Denise Zielinski, and Deb Fowler.

### 4. Agenda Revision and Approval

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

### 5. Summer Reading Wrap Up

A review of the results of the 2017 Summer Reading Challenge for both children and adults was presented by Linda Ward-Callaghan, Manager Youth Services, Ottawa Street Branch, Laura Yanchick, Manager Youth Services, Black Road Branch, Candy Van Tine, Manager Adult Services, Black Road Branch and Lizzie Matkowski, Manager Adult Services, Ottawa Street Branch.

Even though there was a reduction in registration this year (which may be due to the new online registration process), there were many successful parts to the challenge. The goal of reading 3,000,000 pages was surpassed. The total number of pages read by all the participants was 4,763,098. As a result of this goal achievement, a fine

forgiveness week was held from July 31<sup>st</sup> through August 4<sup>th</sup> where \$5,000 in fines were forgiven between both branches. More programs were offered this year and several of the challenges were very successful. Many adults signed up for the SRC along with their children. The Board expressed their gratitude to the staff for all their hard work.

#### **6. Minutes review, revision, and approval**

**MOTION:** Carol Boban moved and Essie Chavez seconded to approve the minutes of the July 20, 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 8/17/17 Accounts Payable for \$80,127.75, the Checks Written Since Last Board Meeting on July 20, 2017 in the amount of \$115,581.38, and the Summary of Electronic Payroll Transfers for 7/28/17 and 8/11/17 in the amount of \$241,161.29 for a total of \$436,870.42. The motion passed unanimously with the following Trustees voting "aye:" Samalea, Chavez, Gawlik, Harris, Ostrem, Markley, Henricksen, and Boban.

**MOTION:** Lynn Samalea moved and Diane Harris seconded to accept and file for audit the 7/31/17 Balance Sheet, the July 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, Harris, Ostrem, Markley, Henricksen, Boban, and Samalea.

#### **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**

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

Executive Director Millen thanked the Board for their understanding and support during the past couple of months while she spent time with her mother during her final days.

There was discussion regarding Innovation Pavilion's potential plan for the Joliet Public Library and the upcoming September trip to Colorado that Executive Director Millen and Trustee Samalea will be participating in. Among other properties, they will be visiting the Pikes Peak Library, which is considered a 21<sup>st</sup> century library model.

The Board is considering eliminating all the standing committees and only calling Committee of the Whole meetings or creating ad hoc committees to address special issues or projects. This consideration is supported by Executive Director Millen. However, to follow through with this, the Bylaws document must be updated to reflect this change. Therefore, a revised version of the Bylaws of the Board of Trustees for the Joliet Public Library is included in this month's Board packet for a first reading. It will come before the Board for a second reading and vote at the September 21, 2017 Board Meeting.

Staffing recommendations pertaining to the Business Office were discussed with the Board.

The Joliet Public Library, in conjunction with the Joliet Area Historical Museum, will broadcast a podcast dedicated to solving the mystery of missing Joliet reporter Molly Zelko back in 1957. This ten part series titled, *The Spectator*, will air interviews with Zelko's family, witnesses and reporters who have been devoted to the story.

#### **10. 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 on a successful attic cleanup project at the Ottawa Street Branch. The project was headed up by Helene Marzec and the maintenance staff.

The establishment of internal focus groups to concentrate on the JPL services most in need, as discussed at the last Selector's Summit, is currently under way. Once the action plans have been put into place by the full committee, all staff members will have the opportunity to participate in the small working groups. The tentative groups are User Experience, Community Outreach, and Collection Management/Merchandising.

#### **11. Committee Reports**

- a) **Executive** – No report
- 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 - None**

#### **13. New Business**

##### **ACTION ITEM:**

**Request approval on revised policies F02 – Fund Balance/Net Assets Policy and F04 – Capital Asset Policy**

**MOTION:** Lynn Samalea moved and Nancy Henricksen seconded to approve revised policies F02 – Fund Balance/Net Assets and F04 – Capital Asset as presented. The motion passed unanimously with the following Trustees voting "aye:" Gawlik, Harris, Ostrem, Markley, Henricksen, Boban, Samalea, and Chavez.

##### **Request approval to renew annual health insurance coverage effective October 1, 2017**

Executive Director Millen reported on the employee health care premium comparison between Blue Cross Blue Shield and United Health Care and how the changes would impact employees. Going forth the decision pertaining to health care insurance will be made by the Executive Director and is not necessary to be an action item each year. Of course the Board will be updated on any changes that take place.

**MOTION:** Nancy Henricksen moved and Diane Harris seconded to approve the renewal of annual health insurance coverage for eligible Library employees which will go into effect on October 1, 2017. The motion passed unanimously with the following Trustees voting "aye:" Harris, Ostrem, Markley, Henricksen, Boban, Samalea, Chavez, and Gawlik.

**Request approval to continue payment of health insurance premiums for eligible employees of the library as part of the 2017/2018 health insurance renewal**

**MOTION:** Nancy Henricksen moved and Emmie Ostrem seconded to approve the continued payment of health insurance premiums for eligible employees of the library for the 2017/2018 health insurance coverage period. The motion passed unanimously with the following Trustees voting "aye:" Ostrem, Markley, Henricksen, Boban, Samalea, Chavez, Gawlik, and Harris.

**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.

Some highlights included the success of the 2017 PNG (Project Next Generation), the Ottawa Street Branch attic cleanup, the start of the Ottawa Street Branch roof replacement project on August 22<sup>nd</sup>, and a presentation on our website reconstruction.

**16. Announcements** – President Markley requested a moment of silence to honor the family members of staff who have passed away in recent months.

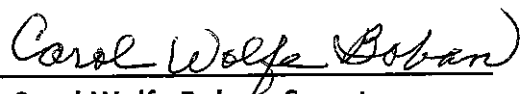
**17. Closed Session – Adjourn to discuss the setting of a price for sale or lease of property owned by the public body (5 ILCS 120/2(c)(6))**

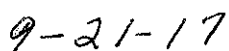
**MOTION:** Gail Gawlik moved and Diane Harris seconded to go into Closed Session at 8:31 pm to discuss the setting of a price for sale or lease of property owned by the public body. The motion passed unanimously with the following Trustees voting "aye:" Samalea, Chavez, Gawlik, Harris, Ostrem, Markley, Henricksen, and Boban.

**MOTION:** Gail Gawlik moved and Diane Harris seconded to go back into Open Session at 9:00 pm. The motion passed unanimously with the following Trustees voting "aye:" Gawlik, Harris, Ostrem, Markley, Henricksen, Boban, Samalea, and Chavez.

**18. Adjournment**

**MOTION:** Nancy Henricksen moved and Lynn Samalea seconded to adjourn at 9:03 pm. The motion passed unanimously via voice vote.

  
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Carol Wolfe Boban, Secretary

  
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Date