



Joliet Public Library  
MINUTES  
Library Trustee Board Meeting ~ October 15, 2009  
7:00 p.m. ~ Main Library

**1. Convene and Call to Order**

Board President Dan Hopkins called the meeting to order at 7:00 p.m. Emmie Ostrem led the group in the Pledge of Allegiance.

**2. Roll Call of Trustees**

Trustees present were Dan Hopkins, Kennedy Millsap (7:10 pm), Nancy Henricksen, James Sczepaniak, Emmie Ostrem, Ron Cornelius, Jean Smiles, and Lynn Samalea. Staff present were James Johnston, Dianne Harmon, Darlene Bull, Ed Rodriguez, Nancy Johnson, and Mary Jane Bank. Also present was John Spears who will take over as Library Director on October 19<sup>th</sup>.

**3. Agenda Revisions – None**

**4. Approval of Minutes**

**MOTION:** Ron Cornelius moved and Emmie Ostrem seconded to accept the September 17, 2009 monthly Board meeting minutes. Motion passed unanimously.

**5. Treasurer's Report**

**MOTION:** James Sczepaniak moved and Nancy Henricksen seconded to accept and authorize for payment the October 15, 2009, Accounts Payable for \$190,404.43, the Checks Written Since Last Report for \$257,610.30, and the Summary of Electronic Federal Tax Payments dated 09/18/09, and 10/02/09, in the amount of \$54,172.67 for a total of \$502,187.40. Motion passed unanimously with the following Trustees voting "aye:" Hopkins, Millsap, Henricksen, Sczepaniak, Ostrem, Cornelius, Smiles, and Samalea.

**MOTION:** James Sczepaniak moved and Nancy Henricksen seconded to accept and file for audit the 09/30/09 Balance Sheets, the September Report of Accounts 101010,15,17, and 18, and the Tax Distribution Report. Motion passed unanimously.

**8. Librarian's Report –**

After 33 years as Joliet Public Library Director, this is the last Board meeting that Director Jim Johnston will attend as Director. He is officially retiring December 31, 2009 with Thursday, October 22<sup>nd</sup> being his last day at work. He prepared the 2010 Budget and gave it to Assistant Director Dianne Harmon to review with the Board.

**2010 BUDGET**

- Personnel

Two full-time staff have been eliminated due to retirement and disability: Assistant Director John Mozga and Associate Librarian Roger Gambrel. Two promotions are included: Anneta Drilling from FT Paraprofessional to FT Information Services

Librarian; and Meaghan Maher from PT Branch Circulation Clerk to FT Branch Circulation Assistant (job description attached in packet as action item).

- Expense Lines

New expense lines in the 2010 Budget are Tutor.com, Community Survey [required by State as part of Strategic Plan], Elevator Phase I [mandated upgrades by 2013], and consulting [administration transition advice]. The incentive line offers possible pay increases to staff. No cost-of-living increase is included in this budget.

**ACTION ITEMS**

**Per Capita Grant**

Dianne Harmon completed and mailed the document to the State Library to meet the deadline.

**Branch 2009-2010 Snow Removal Quotes**

Three quotes were received. Staff recommends accepting the lowest quote from Trizzino Construction, Inc. The library had a contract with this company in earlier years for Branch snow removal but more recently went with another company that submitted a lower bid.

**Café Discussion**

The café proprietor, Bob Baxter, has requested to be released from his lease effective October 1<sup>st</sup>. He still owes the September rent payment. The cafe is currently closed and Mr. Baxter has removed some equipment and inventory. His business partner has expressed interest in taking it over. Director Johnston recommended approval after a background check has been performed, a business license has been obtained, and a Will County Health Department inspection has been passed. He also recommended that the Board extend the rent reduction (that they gave to Mr. Baxter) with review after six months. The action item would empower Director Spears to execute a lease when these stipulations are met.

**Job Description – FT Circulation Service Assistant – Branch – Pay Level 10**

This job description adds an additional FT position to the Branch circulation staff with accompanying responsibilities. This position has been funded in the 2010 Budget.

**Grasshopper Lawn Care Quotation for replacement of 25 plants at Branch - \$975**

Grasshopper has the current contract for lawn maintenance at the Branch. Includes replacement of drip edges.

**MOTION:** Lynn Samalea moved and Kennedy Millsap seconded to accept the recommendations of staff and approve the action items as described above. Motion passed unanimously with the following Trustees voting "aye:" Hopkins, Millsap, Henricksen, Szczepaniak, Ostrem, Cornelius, Smiles, and Samalea.

**10. Assistant Director's Report** – Dianne Harmon  
Mrs. Harmon reviewed items in her report as attached.

**11. Committee Reports**

**a) Executive** – No report.

**b) Buildings and Grounds** – A walk-through and review of Branch maintenance issues, including the café, was conducted October 13<sup>th</sup> at 5 pm at the Branch. The

building was found to be in good shape. Roosevelt Robinson is doing a good job as maintenance supervisor. Ed Rodriguez is going to do test applications of products to see if the meeting room soot stain issue can be resolved. The outside statue is dirty and can possibly be cleaned by power washing. The Board asked for a study on the drive-up window – what hours is it open and how many uses during those times – to determine cost-effectiveness. The window is primarily used for “holds” pickups.

**c) Finance** – No report.

**d) Personnel** – No Report

**e) Program** – No Report.

A Program Committee Meeting was scheduled for Thursday, October 29<sup>th</sup>, 5:00 pm, Main Library, to discuss the “Proposal for Giving Library Cards to People Living in Temporary Housing” that was submitted by Lead Popular Services Professional Pam Kloser.

**f) Technology** – No Report

**12. Unfinished Business** – None

**13. New Business** – None

**14. Staff Reports** – As included in the Board packet.

**15. Public Participation** – None

**16. Announcements** – Director Johnston extended his thanks to the Board for allowing him to serve as Director. Several Trustees responded with sincere appreciation and gratitude for his service saying that the Library owes a lot to him for all that he has done. A retirement open house has been scheduled for the next day, Friday, October 16<sup>th</sup>, from 2 – 6 pm with members of the community and library services invited. A retirement dinner has been scheduled for December 10<sup>th</sup>.

**17. Adjournment**

**MOTION:** Jean Smiles moved and Lynn Samalea seconded to adjourn at 7:57 pm. Motion passed unanimously.



Nancy K. Robinson