

Joliet Public Library  
Personnel, Program, and Building and Grounds Committee Meeting  
June 15, 2004 – 5:00 p.m.  
Main Library

Nancy Henricksen called the meeting to order at 5:00 p.m. Present were Trustees Szczepaniak, Emmie Ostrem, Nancy Henricksen, and Kennedy Millsap, and Library Director James Johnston and Assistant Library Director John Mozga.

- Main Library New (1991) Basement Upgrade  
The compact shelving for the new basement project is estimated to cost \$355,000. Library Architect Ross DeYoung has taken a walk-through of the area. HVAC is operating at 80 percent capacity. It can be brought up to 100 percent by maximizing the pressure through the vents.
- Main Library Collection Weeding  
Large-type books are being moved to shelving now installed in Meeting Room “A.” They had been so crunched in their old space that the covers were being damaged.  
Part of the Library’s surplus collection can be moved to places like the University of St. Francis “senior citizen” library. New staff member, Pam Kloser, lead professional for popular services at the Main Library, is working on this project. The adult non-fiction needs to be weeded down also. Director Johnston asked the Board for suggestions on other cooperative locations in the City for deposit of the Library’s excess collection of large-type and popular materials. The Peter Claver Center asked for homework materials but the Library does not have an excess amount to give them. Likewise, the Library cannot supply schools and daycare centers with materials. As a last resort, shelving could be placed in Meeting Room “B” to house the surplus collection.
- Personnel  
The new Pay Classification Table goes into effect July 1. The new starting wages, especially for the lower level positions, reflects the increase in the minimum wage.

Marc Sims, the Lighthouse computer technician that has been doing most of the technology work for Joliet Public Library, has resigned from Lighthouse effective July 1. Joliet Public Library would like to hire Marc for 1.5 days a week on a contractual basis at \$24,600 a year. His responsibilities would include upgrading the OIC and Media Center computers, training JPL staff to perform internal maintenance, and performing other technology service as it arises. JPL still maintains its contract with Lighthouse for services they perform.

**MOTION:** Emmie Ostrem moved and Nancy Henricksen seconded to recommend to the full Board to hire Marc Sims to work 1.5 days a week at \$24,600 a year to perform JPL technology services and training per attached

resolution. Motion passed unanimously.

- Building and Grounds

The Branch landscaping is suffering because of the low bid. The weeding is not being done. The mulching and tree trimming will be redone when the Forest Preserve completes their pathway through the property. The gravel is settling now. Asphalt will be applied when the gravel has compacted.

Since Black Road is a county road, the county would have to approve a study that would show a need for a stoplight at the Black Road Branch entrance before the county would install one. To date, not enough accidents have occurred to warrant a study. Director Johnston continues to request the City's assistance with this need. Timberline and Timber Estates residents would also like a stoplight.

Ireland Painting is putting together a quote for the sealing of the Main Library's windows. The estimated cost of new windows is in the \$400,000 range.

**MOTION:** James Sczepaniak moved and Kennedy Millsap seconded to adjourn at 6:08 p.m. Motion passed unanimously.

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