

Joliet Public Library
LIBRARY TRUSTEES MONTHLY BOARD MEETING
JUNE 17, 2004
7:30 p.m. – Black Road Branch

1. **Convene and Call to Order**

President James Szczepaniak called the meeting to order at 7:30 p.m. He congratulated Director Johnston on celebrating his 35th wedding anniversary on June 14th and asked him to lead the group in the Pledge of Allegiance. A moment of silence to honor recently deceased former President Ronald Reagan followed.

2. **Roll Call**

Present were Trustees Szczepaniak, Nancy Henricksen, Dan Hopkins, Kennedy Millsap, and Emmie Ostrem. Ron Cornelius arrived at 7:32 p.m. Staff present were James Johnston, John Mozga, Dianne Harmon, Allen Totherow, Pam Kloser and Mary Jane Bank. Darlene Bull arrived at 7:51 p.m.

3. **Agenda Revisions** – None.

4. **Approval of Minutes**

MOTION: Kennedy Millsap moved and Dan Hopkins seconded to accept the Regular Board of Trustees Meeting Minutes of May 20, 2004. Motion passed unanimously.

5. **Treasurer's Report**

MOTION: Emmie Ostrem moved and Nancy Henricksen seconded to accept and authorize for payment the June 17, 2004 Accounts Payable for \$128,214.25, the Checks Written Since Last Report for \$165,338.87, and the Summary of Electronic Federal Tax Payments dated 5/21/04, and 6/04/04 in the amount of \$41,641.60 for a total of \$335,194.72.

Motion passed with the following Trustees voting “aye:” Szczepaniak, Millsap, Henricksen, Hopkins, Ostrem, and Cornelius.

MOTION: Emmie Ostrem moved and Nancy Henricksen seconded to accept and file for audit the Balance Sheet dated 05/31/04, the May Report of Accts 101010,15,17,18, and the Tax Distribution Report. Motion passed unanimously.

6. **Librarian's Report** was presented by Director James Johnston as included in the Board packet. Additional remarks are stated below.

The deadline for CIPA (Child Internet Protection Act) mandated Internet filtering approaches. JPL currently has no filters on its Internet services. If and when the Internet filtering is mandated, JPL *may* be able to use the Illinois Century Network software to provide its filtering requirements.

Item number six in Director Johnston's report lists the capital items he will request in next year's (2005) budget. The first item, completion of the basement that was built with the 1991 Main Library addition, is estimated to cost \$704,000. Quotations from Library architect Ross DeYoung and Library shelving supplier Midwest Library Systems are included in the Board packet. For the traffic light at the Branch (Item #2), Director Johnston will work with Councilman Uremovic toward this goal. Director Johnston will be working with the City Manager and Council to get \$120,000 restored back to the Library's materials budget (Item #3).

Director Johnston added that, with the City's cash flow decreasing, the City is trying to cut back in some areas – including the Library. But, he added, the Library cannot afford cutbacks since it is open and providing service to the public almost every day of the year, 71 hours a week. Trustee Ostrem suggested that the Board write a letter to the City's officials to define the Library's needs and to request revenue to provide these services to Joliet's growing population. Current statistics in this month's Board packet document the tremendous increase in Library use. Director Johnston said he would ask the City for a meeting.

In other business, the Board:

- requested a copy of the names of the newly elected officers of the new PALS (Prairie Area Library Systems) Library System;
- inquired about the new management of the Branch landscaping contractor;
- questioned if the new fees for Troy School District meeting rooms would affect the use of the Library's meeting rooms;
- discussed the possible change in status to the Main Library's parking lot should a hotel be constructed across from the Rialto where the State Attorney's offices are now located.

Action Items

MOTION: Nancy Henricksen moved and Dan Hopkins seconded to accept the Resolution of the Board of Trustees to approve the contract between the Library and Marc Sims for technical support. Motion passed unanimously with the following Trustees voting "aye:" Sczepaniak, Hopkins, Henricksen, Cornelius, Millsap, and Ostrem.

7. **Assistant Librarian's Report** was presented by John Mozga as attached. The Friends of the Library will lose the storage area they have been using in the "new" basement as plans for the finishing of that area for Library purposes get underway. The Board would like to find an area in the Library that the Friends can use for their needs. There is an unused room in the "old" basement around the office supply storage room but it is estimated that it would take \$35,000 to repair the crumbling walls in that area. Trustee Millsap, Chair of the Building and Grounds Committee, said he would like his Committee to take a look at this need.

8. Committee Reports

Executive – President Sczepaniak...

... commended all those who worked on the Staff Institute for putting together a good program.

... appointed Nancy Henricksen and Oscar Edmon to serve on the Board's Nominating Committee. They will consider, coordinate, and recommend a slate of officers to the full Board at the July meeting at which time an election will occur. Installation of the elected officers will occur at the Board's August meeting.

... commended staff at the Branch for their response to the tornado sirens while he was at the Branch on June 10.

Building and Grounds – Director Johnston reminded Chair Millsap that his Committee will need to take a look at the upgrading of the windows and doors of the Main Library building and present this request to the City as a capital needs item in 2005.

Finance - No report.

Personnel – No report. The Resolution to hire Marc Sims was passed earlier in the

meeting.

Program – No report.

Automation – No report.

9. **Unfinished Business** - None

10. **New Business** – None

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

Associate Director Dianne Harmon

-Since each Library can now submit only one grant application per type of grant, JPL will not be writing as many grants as in the past.

-Mrs. Harmon said that there has been very positive response from community leaders to continue the dialog she started with her “Community Crisis Response” grant. Another meeting has been scheduled for 9:00 a.m., Wednesday, June 23, at the Branch, with Chamber of Commerce, Fire Department, and United Way leaders. The meeting is open to the public.

-Statistics reporting to the Board will include an evaluation of one type of service for a period of time, i.e., audio books compared to books on CD for a three-month period.

-The Branch drive-up window is picking up a little bit of interest. The hours may be re-examined before thinking about dropping the service completely. The person stationed at the window is always doing other work while maintaining it.

-Mrs. Harmon introduced the new Popular Services Lead Professional Librarian, Pam Kloser. Mrs. Kloser comes to JPL with five years of professional service at Three Rivers Library and three years of professional service at Fountaindale Library. With only three weeks on the job, she is already involved in her first project of converting Meeting Room “A” into a “large-type” collection room.

Head of Security and Maintenance Allen Tothorow

-President Sczepaniak asked if there was any news of getting the alley north of the Main Library blacktopped. Trustee Millsap offered to talk with the City regarding blacktopping.

-President Sczepaniak inquired if the fallen “snowstoppers” had been replaced on the Branch roof. Mr. Tothorow said it would be taken care of after the Summer Reading Program was done.

12. **Public Participation** – None

13. **Announcements** – None.

14. **Adjournment**

MOTION: Kennedy Millsap moved and Dan Hopkins seconded to adjourn at 8:48 p.m. Motion passed unanimously.
