

**Waukegan Public Library Board of Trustees Meeting
Minutes**

Wednesday, September 16, 2015
6:30 p.m. Board Room
128 N. County Street
Waukegan, IL 60085

Call to Order

Meeting called to order at 6:32pm.

Roll Call to Constitute a Quorum

Trustees in attendance included Ms. Claudia Freeman, Dr. Charmaine Harris, Ms. Jackie Herrera Giron, Mr. Erick Rivera, Mr. Jesus Ruiz, Mr. John Stein, Ms. Mary Stickels arrived at 6:45 pm, Dr. Verna Wilson, and Mr. Pete Zaragoza.

Quorum present.

Also in attendance were Mr. Richard Lee, Executive Director, Ms. Betsy Jung, Controller, Ms. Amanda Civitello, Marketing Manager, Ms. Diana Alvey, Recording Secretary (training), and Linda Gfesser, Recording Secretary.

Also present was Mr. Ismael Calderor, member of the public.

Agenda

Motion to approve agenda for WPL Board of Trustees September 16, 2015 Meeting was made by Mr. Ruiz, seconded by Dr. Wilson, and passed by the Trustees.

Minutes

Motion to approve minutes of WPL Board of Trustees August 19, 2015, Meeting was made by Dr. Wilson, seconded by Ms. Freeman, and passed by the Trustees.

Friends of the WPL Report

The Friends had a good summer making over \$200.00 in sales, more than last summer, even though they did not reopen until June due to the construction. They were able to donate \$600 to the library for a band for the October 2 Octoberfest celebration; Dockside Dogs will also be selling hotdogs and brats for the event and the Friends will sell donuts and cider. The Friends were also happy to report that they contributed \$1,000 to the Literacy 365 Club and \$1,000 to this year's Bradbury Storytelling Festival. They also contributed \$500 to the library for signage for their area.

Public Comments

Mr. Ismael Calderor, Visiting from Columbia; will be moving to Waukegan in a few weeks.

Controller's Report

Controller presented August 2015 summary of actual v. budgeted results. Brief question and answer session followed. Controller presented August 2015 summary of disbursements. Specific questions were asked regarding imprest checks; Ms. Jung to email information to trustees. Question and answer session followed. Motion to Approve August 2015 Summary of Disbursements made by Mr. Stein, seconded by Mr. Ruiz, and passed by the Trustees.

Director's Report

- Mr. Lee introduced Diana Alvey as replacement for Linda Gfesser, Executive Assistant and Board's Recording Secretary. Ms. Gfesser's last day will be tomorrow.

- Two staff members attended an asbestos awareness training to learn limited abatement techniques.
- Benjamin Busch event currently on the lower level of library
 - First program in the Artwise Writer's Series
 - Poetry workshop September 17 at 1pm on main floor
 - Benjamin Busch film *Bright* on September 18
 - Photo exhibit on display through November 11
- Mr. Lee is walking in the 5K Literacy Walk and collecting sponsorships for those interested
- There has been one termination in the last month of a Clerk 1 position, due to violating the Operating Policy; the position is currently being advertised
- Mr. Lee introduced our new Marketing Manager, Amanda Civitello
 - Keep it Nice
 - New campaign which began on September 1 to encourage patrons to take pride in the library.
 - Campaign is being advertised on our website, on social media, and on the media wall on the main floor
 - Positive changes are already being observed on the main floor
 - Bradbury Storytelling Festival
 - This year is the 10th anniversary of the storytelling festival
 - In celebration of this anniversary the festival will focus on the works of Ray Bradbury and the art of storytelling
 - Teachers have expressed already that this is fitting well into their curriculums
 - Goal is to fill the Genesee, with ticket prices at \$15 for two people to attend

President's Report

Thanks to the board for attending tonight's meeting and for their continued contributions to the library.

Foundation Board Report

- Dr. Wilson reported that she is hopeful that some board members will become part of the Foundation Board
- Mr. Bill Devore from the Alford Group has been a big help in the Foundation obtaining new members
- The Foundation is planning a signature event/gala to celebrate learning and literacy
- Foundation is encouraging people to make regular donations and expectations to campaign for literacy
- One new study room available for sponsorship of \$10,000; room can be named to donor's wishes
- Next Foundation Board meeting on October 13 at 5:30 pm

Discussion and Action Agenda

1. Policy Review
 - a. Approval of Harassment-Free Workplace Policy
Motion to Approve Harassment-Free Workplace Policy made by Ms. Freeman, seconded by Mr. Zaragoza, and passed by the Trustees.
2. Discussion of Levy for FY17
 - Mr. Lee reported that he had conversation with the mayor regarding this issue to see where the mayor stood
 - The Mayor expressed that he was in favor of keeping the levy flat this year and possibly the next year
 - The library did receive a few extra concessions with last year's flat levy and is considering possible ways in which the city could help us in lieu of another flat levy; i.e. snow removal, landscaping
 - Mr. Stein recommended board look at Lake County report which is broken down by Waukegan residents of what has happened for the past 4 years before making any decision. Mr. Stein to send out reports to Trustees

- Working with the aldermen might give us good feedback
- Timing of this issue is not good due to the new renovation

Motion to table approval of Levy request for FY17 to next meeting made by Dr. Wilson, seconded by Mr. Stein, and passed by the Trustees.

3. Officer Elections; President, Vice President, Treasurer
President – Jackie Herrera Giron
Vice-President – Jesus Ruiz
Treasurer – Charmaine Harris

Trustee Comments

Mr. Ruiz – Thanks for those who attended the Noche De Gala. Is proud of representing the library at the event.

Ms. Stickels – Noche De Gala was a great event; would have been nice for the whole board to attend.

Ms. Freeman – Thanks to Linda and Diana; Kudos to Verna for her Foundation work.

Mr. Zaragoza - Walk for Literacy a week from Saturday; several ways to help, sponsorships or contributing gift basket; Rosalind Franklin is attending to conduct screenings; bring your families; Van Patten Woods.

Mr. Rivera – Thanks for the invite on Friday.

Dr. Harris – Congrats to Jesus; bookmobile showed up today; go to Waukegan public school's website to fill out survey in search for new superintendant, process closing on Oct 21, Verna on search committee.

Mr. Stein – SAT and ACTs released their national scores and they were the worst readings in years.

Dr. Wilson – renewed library card yesterday; thanks to community member for coming out; cherish every moment because life is short.

Ms. Herrera Giron – Thanks for board members today and thanks for their confidence in her presidency; lucky to live in a community in which we can experience this library.

Adjourn

Meeting adjourned at 8:00 pm.