

Waukegan Public Library Board of Trustees Meeting

Wednesday, November 18, 2015

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

Call to Order

President called meeting to order at 6:30 pm.

Roll Call to Constitute a Quorum

Trustees present were Ms. Jackie Herrera Giron, Mr. Erick Rivera, Mr. Pete Zaragoza, Dr. Verna Wilson, Mr. Jesus Ruiz, Ms. Mary Stickels, and Ms. Claudia Freeman. Trustees absent with notice were Mr. John Stein and Dr. Charmaine Harris. Also present were Friends Representatives Ms. Marge Feruzzi and Ms. Pat Mallory, Mr. Richard Lee, Executive Director; Ms. Elizabeth Jung, Controller; Ms. Heidi Smith, Assistant Director; Ms. Cindy Joy, Human Resource Manager; Ms. Kyle Schaub, Digital Services Manager; Diana Alvey, Recording Secretary.

Agenda

Motion to approve agenda for WPL Board of Trustees November 18, 2015 meeting was made by Ms. Herrera Giron, seconded by Ms. Stickels, and approved by the Trustees.

Motion to amend WPL Board of Trustees November 18, 2015 agenda to read "No Meeting Scheduled" next to Foundation Board report, made by Dr. Wilson, seconded by Ms. Stickels, and approved by Trustees. No meeting scheduled for Foundation Board until December 1st, 2015.

Motion to add a "d" to the word "schedule" under the Finance/Audit Committee agenda line made by Mr. Zaragoza, seconded by Mr. Ruiz, approved by the Trustees.

Motion to approve amended agenda made by Ms. Freeman, seconded by Mr. Ruiz, approved by Trustees.

Minutes

Motion made to amend minutes of October 21, 2015 meeting to reflect Mr. Ruiz and Dr. Wilson were absent "with notice" made by Ms. Freeman, seconded by Mr. Ruiz, approved by Trustees.

Motion to approve minutes with amendments made by Ms. Herrera Giron, seconded by Ms. Freeman, approved by Trustees.

Agenda

1. Baker Tilly Presentation of WPL FY15 Audit

Executive Director introduced Mr. Jason Coyle of Baker Tilly. Mr. Coyle presented the FY15 audit, explaining that the Library received an unqualified opinion on its FY15 audited financial statements. A brief question and answer session followed. In addition, Mr. Coyle also discussed the management letter that is provided by Baker Tilly and includes recommendations for improvements over the internal controls of the Library. Each year the number of items noted in the report continues to decrease and this year there were none. Congratulations to the staff on the good work at WPL.

Director's Report

Mr. Lee reviewed Pew Research Summary findings that what people wanted in their libraries was to support local education, serve special interests, help local businesses with improving job skills and readiness, help with resumes, and embrace new technology. Two thirds of Americans sixteen and older said that it would have a major impact if they closed the library in their area. ALA President Sari Feldman said that "the future of libraries will be what we do for people not what we have for people."

Board passed emergency succession at last meeting but wanted a third person in the succession. Ms. Smith did research and very few libraries of our size have emergency succession plans with a third line of succession. Mr. Lee recommended the Controller.

The copier contract has 5 months left on it. Mr. Lee made a recommendation that when the Board reconvenes in January 2016, he will ask the copier companies to attend the Board meeting and make their presentations to the Trustees.

Staff has been working to finalize the accounting for the remodel project. The project was funded by funds designated by the Board, donations and grants. At this time, it appears as if there is an overage of \$87,000; some of this could be transferred to operating expense. Overages are related to additional asbestos removal and duct cleaning (the first time since 1965). Total cost for the project was \$1.4 million.

Ryan Spencer Reed is the artist who had the exhibit on *Those Who Serve*. He donated a book on Darfur to the library which he inscribed for us.

We have another book from Orty Ortwein. He did research on bookmobiles and included the WPL Dinomobile bookmobile, includes pictures and a brief write-up.

At the last meeting the board approved the LIMRiCC bylaw change and we have additional information from Ms. Cindy Joy to follow up on questions asked at last board of Trustees meeting. WPL joined LIMRiCC in 1978. WPL is only a member through the Unemployment Compensation Group. Because of this participation they needed to have all members sign off on change to bylaws. The change was done because of an enactment of ACA.

Weeding is beginning in children's books. Twenty one percent of the Children's Non Fiction collection will be weeded out based on publication date, condition of the books, or being factually incorrect. They will work with the Friends and A Better World to see what can be donated to whom.

This Monday the Lieutenant Governor will be coming to the library for a visit and to see what WPL is doing to serve our community.

Controller's Report

Controller presented October 2015 summary of actual v. budgeted results. Question and answer session followed. Controller presented the October 2015 summary of disbursements. Question and answer session followed. Motion to approve October 2015 Summary of Disbursements made by Ms. Stickels, seconded by Ms. Freeman, and passed by the Trustees.

President's Report

Ms. Herrera Giron bought a card for Ms. Linda Gfesser for all to sign and would like to send her some flowers from the Board. Ms. Herrera Giron asked the Board about having more committee participation. Mr. Ruiz volunteered for the Development committee.

Ms. Freeman and Ms. Stickels have already volunteered for the Governance committee currently.

Mr. Ruiz asked for clarification of all of the members of the committees.

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| Finance Committee | - Ms. Stickels is the Chair |
| Governance Committee Chair | - Mr. Zaragoza is the Chair and Ms. Freeman is a committee member, |
| Ad Hoc Retreat Committee | - Ms. Stickels is the Chair, serving along with Ms. Freeman
Mr. Rivera, and Ms. Herrera Giron. |
| Development Committee | - Dr. Wilson is the Chair |

In the interest of transparency Trustees would like to be informed formally of all appointments and all relinquishments of positions.

If any of you are interested in a committee please let Ms. Herrera Giron know by January 10, 2016.

Mr. Ruiz would like to be on the Governance and Finance committees.

Ms. Herrera Giron is looking to form a Citizens Advisory Committee. Anticipate having about 7 people from Waukegan to be on the Citizens Advisory Committee to possibly join our meetings, and report back to the Board. Also committee is to advocate with the city. They would be asked to attend events that the library presents. The idea is to create an application process, no voting power, similar to that of the WPL Park District. Mr. Rivera is interested in being part of this committee. Please let Ms. Alvey know your preferences regarding the holiday party.

Finance/Audit Committee Report

No meeting scheduled

Friends of the WPL Report

The Friends Book Sale is this Friday and Saturday. The sale is publicized using flyers, postings on the website. Main sources of customers come from booksalefinders.com. It brings in book dealers who are the biggest source of sales revenue. Whatever is left over will be taken off the shelf and new books will be given away to Better World.

Discussion and Action Agenda

1. Per Capita Grant discussion
 - State requirement of the Per Capita Grant to review a different standard
 - This year the standard to be reviewed is Technology
 - State Grant currently unfunded
 - Grant typically due in October but was moved to Jan 15 due to budget standstill
 - Grant funds if funded would be received in the spring and used in 2017
 - Ms. Kyle Schaub of the WPL IT department
 - Highlights: WPL is compliant with technology requirements
 - Currently do not have an e-rate discount for libraries because of its application complexity – we may join at a later date
 - Edge assessment surveys show that WPL has improved and we are hitting our benchmark

- Ms. Wilson indicated that the WPS district participates in e-rate and that their agreement could be amended to add the library. Dr. Wilson to have the Chair of the WPS technology department to contact Ms. Schaub.
 - Another requirement for Per Capita Grant is to review how libraries fund programs
 - Ms. Gale Graves has outlined that the largest financial contribution is in paying and providing staff to run the educational programs. We provide the staff, the building and much of the infrastructure.
 - The third item is how the library fosters resource sharing or interlibrary sharing.
 - WPL joined LINKin in which 9 libraries partner with WPL to share resources
 - WPL saves \$15,000 a year by having made this change.
 - No action is required but a discussion by the Board is required.
2. December Board meeting
Motion to Approve December Board meeting cancellation made by Ms. Stickels, seconded by Mr. Zaragoza, Dr. Wilson opposed, Mr. Ruiz abstained, passed by the trustees after a brief discussion.
3. Policy Review
- a. Gift policy
WPL asked Mr. Bill Devore to review the policy
Brief discussion followed regarding changes proposed.
Motion to approve Gift policy made by Mr. Zaragoza, seconded by Ms. Freeman, Dr. Wilson abstained, motion passed by trustees.

Trustee Comments

Ms. Stickels: programs are going very strong. 2000 people using the Early Learning Center, kids love it. Great job downstairs.

Dr. Wilson: Hyde Park is promoting literacy night. MLK day is January 18; the library will be full of kids looking for tutoring. Please let us know where volunteers from the school can help out. No Foundation Board meeting this month, next one is December 1, 2016.

Ms. Freeman: Halloween weekend was fantastic, Jon was wonderful, and the Storytelling Festival was outstanding. Great job Betsy on the audit.

Ms. Herrera Giron: Thank you all for your time and thank you for participating in all of the events, and for participating in staff day and I want to remind you that the evaluation will go out. Please return before due date. Please join committees by January 10, let Diana know about holiday party plans and congratulations to Betsy on audit. Anyone interested in contributing to Linda's flowers please let me know.

Governance Committee

Governance Committee met October 26, 2015

We are recommending staying with existing Performance Evaluation for the Executive Director

We do need a new tool for evaluation next year

Recommend an ad hoc committee with this one responsibility

- Suggestion for a self-evaluation to be included
- Suggestion that the strategic plan be included in the evaluation

- Recommend that work start prior to February 17, 2016 board meeting
 - Meet every month and report to Board
 - Recommend that the first report be February 17, 2016
 - With follow up meetings on March 16, April 20 and the final evaluation tool in place and distributed at the May 18, 2016 Board meeting
 - Completed and done and distributed by May 18, 2016
 - Returned June 7 and the results will be presented on June 16, 2016.
 - The meeting with the Executive Director will occur prior to the July 20, 2016 Board meeting
- A new contract to be signed at the August 20, 2016 Board meeting
- Ms. Alvey to distribute existing evaluation tool immediately
- Board to complete the document and return it by January 1, 2016 and forward to
 - the Executive Committee

Foundation Board Report

No meeting scheduled until December 1, 2016 at 5:30 pm.

Public Comments

No public in attendance.

Adjourn

Meeting adjourned at 8:33 pm.