

**Waukegan Public Library Board of Trustees
Special Onboarding Meeting
MINUTES**

Wednesday, October 18, 2017
5:30 p.m. Board Room
128 N. County Street
Waukegan, IL 60085

Call to Order

The meeting was called to order by library Executive Director, Richard Lee at 5:35pm.

Roll Call to Constitute a Quorum

Trustees present were: Ms. Marge Ferruzzi, Ms. Claudia Freeman, Ms. Rachelle Mendez, Ms. Mary Stickels and David Villalobos. Quorum established.

Trustees absent were: Mr. Erick Rivera, Ms. Jennifer Salazar and Ms. Jean Smith

Also present were: Mr. Richard Lee, Executive Director; Ms. Betsy Jung, Controller; Ms. Heidi Smith, Assistant Director; Ms. Deb Jordan, HR Manager; Ms. Amanda Civitello, Marketing and Communications Manager; Ms. Alicia Garcia, Development Manager; Ms. Kim Vander Yacht, Recording Secretary

Agenda

Motion to approve Agenda for Waukegan Public Library (WPL) Board of Trustees October 18, 2017 special onboarding meeting was made by Claudia Freeman and seconded by Erick Rivera. All in favor; motion carried.*

Discussion

WPL Foundation

Alicia Garcia gave a brief summary of the Foundation (a 501(c)(3) organization) and its purpose which is primarily to stimulate and encourage fundraising efforts for library services and facility needs. She stated that the Foundation differs from the Board of Trustees in that the Board of Trustees is entrusted with library operations.

Mayor Cunningham

Mayor Sam Cunningham stopped by the meeting at 6:45pm to introduce himself to the Trustees and thanked them for the time and effort they give to the library and to the City of Waukegan. He stated that he is looking to continue growing and developing the City and that the Waukegan Public Library is already a destination spot that many enjoy. He also stated that what WPL is doing for the boys and girls as far as literacy is concerned is making the community bigger, brighter and better.

Friends of the Waukegan Public Library

Amanda Civitello gave an overview of the work of The Friends. She mentioned that this registered 501(c)(3) organization raises approximately \$10,000.00-\$12,000 annually through book, DVD and baked good sales, memberships and grassroots fundraising. They support the library in many ways including financial support of the Ray Bradbury Storytelling Festival, the summer concert series and the Valentine's Day and Oktoberfest concerts. This year, they also generously donated money for iPad Pros, which children enjoy using in the ELC.

Current Strategic Plan

WPL's strategic plan is basically a roadmap as to where we are going as an organization and how we are planning to get there. Set by the Board in 2014, the Literacy 2020 strategic direction focuses on measurably impacting literacy in our community through four key areas of impact: kindergarten readiness, grade-level reading, college and career readiness, and adult learning. The strategic direction also includes an operating plan, which is updated yearly by the Leadership team as necessary and contains six strategic objectives the Library commits to meeting on the path to greater literacy and learning in Waukegan. Ms. Civitello provided examples of the Library's progress for each objective.

Mission and Vision

The Library's mission and vision are the two other core elements of our strategic direction. A key phrase is "provide the path to empower" – the Library's services don't empower our learners, but rather provide them the tools they need to empower themselves to achieve their goals.

WPL Finances

Betsy Jung stated that she oversees all things financial for the Library. Every month she prepares reports for the Board that give them the tools to understand the financial posture of the organization.

The 2016 audit has been completed. The auditors, Sikich LLP, will be presenting their report to the Board at their November meeting.

Community Partnerships

Ms. Civitello described the Library as an anchor institution: a trusted organization that plays a prominent role in supporting the community through many strategic partnerships that support and expand the work the Library is already engaged in. She expressed how important these partnerships are in providing services to those in our community who are underserved.

Policies

Heidi Smith stated that all library policies must be approved by the Board. There are currently 19 of them. They provide guidance on how the library operates and she recommended that Trustees review them, and to jot down any questions they may have.

Board By-Laws

The Board by-laws provide guidance on how the Board operates. Among other things, it talks about the responsibilities of Trustees and Board committees; details how record-keeping (minutes and audits) should be conducted; and explains the relationship between the Board and the Executive Director.

Standards

Mr. Lee explained that Illinois Standards describe how libraries are run in the state of Illinois and provides guidelines for their operations.

Freedom of Information Act (FOIA)

Ms. Smith stated that FOIA provides the public with the right to have access to all public meetings. Minutes must be taken at all meetings and the Board meetings at WPL are video-recorded as well.

She described FOIA requests. The library receives only one or two every year, and they are handled at the administrative level. Ms. Smith is the FOIA representative for WPL. She stated that any document created by the library by the staff or Board of Trustees can be subject to FOIA.

All Board members must complete Open Meetings Act (OMA) training within 90 days of the start of their term of office.

Professional Memberships

Mr. Lee stated that in the interest of time, discussion of professional memberships would be tabled until the meeting next month.

Adjourn

A motion to adjourn the meeting was made by Ms. Freeman and seconded by Ms. Smith. All in favor; motion carried.* Meeting adjourned at 6:25pm.

**David Villalobos abstained per direction of Mayor Cunningham and City Counsel.*

For questions or comments, please email the Board at wplboard@waukeganpl.info or visit the Board's website at www.waukeganpl.org/board-of-trustees. For assistance in accessing the meeting, contact 847-775-2551.