

**Waukegan Public Library Board of Trustees Meeting**

**MINUTES**

Wednesday, May 17, 2017

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

**Call to Order**

President called the meeting to order at 6:32pm.

**Roll Call to Constitute a Quorum**

Trustees present were: Ms. Claudia Freeman, Mr. David Villalobos, Mr. Erick Rivera, Ms. Jennifer Salazar, Mr. Jesus Ruiz, Mr. John Stein, Ms. Mary Stickels and Ms. Sylvia England. Quorum established.

Also present: Mr. Richard Lee, Executive Director; Ms. Betsy Jung, Controller; Ms. Amanda Civitello, Manager of Marketing & Communication; Ms. Fran Juergensmeyer, Collection Manager; Mr. Josh Anderson, Adult Literacy Coordinator; and Kim Vander Yacht, Recording Secretary.

**Agenda**

Motion to Approve Agenda for WPL Board of Trustees May 17, 2017 Meeting was made by Ms. Freeman and seconded by Mr. Stein. All in favor; motion carried.

**Minutes**

Motion to Approve Minutes of WPL Board of Trustees April 19, 2017 Meeting was made by Mr. Stein and seconded by Ms. Salazar. All in favor; motion carried.

**Friends of the Waukegan Public Library Report**

Ms. Civitello reported that The Friends recently held their annual meeting. Marie Frank, who works for the Lake County Health Department was welcomed as a new member. Summer concerts begin on June 2<sup>nd</sup>, and The Friends have generously agreed to sponsor the concerts, once again.

**Foundation Board Report-**

Mr. Lee reported that Diana Garcia was elected as the new President. On June 6<sup>th</sup>, the Executive Committee will be meeting to discuss their strategic vision and goals. Mr. Ruiz volunteered to serve as a Trustee liaison to the Foundation.

**Finance Committee**

The city council will have on their next meeting agenda to discuss their budget, including additional funds for the Library. A new auditor, Sikich, has been hired by the city and thus will be auditing both the Library and the Foundation. Ms. Jung was on the committee that interviewed them and reported that they will be coming to the library in June and August to perform the audit.

**Controller's Report**

Ms. Jung reported that the library's fiscal year ended on April 30<sup>th</sup>, and we have \$1.6 million in the bank. She presented the April 2017 Summary of Actual vs Budgeted results and the April 2017 Summary of Disbursements. She specifically noted the disbursements to Townline Design for Spring landscaping services, CES for LED lightbulbs for the mail floor and Northeast Illinois Heating and Air for our annual service contract.

Roll call vote was taken to approve the May 2017 Summary of Actual vs Budgeted results and Summary of Disbursements. All in favor; motion carried.

### **Public Comments**

None

### **Director's Report**

- The WPL bookmobile is posted for sale for \$9,900. It has been decommissioned and the Waukegan schools are aware of this.
- Recently, a patron returned library materials to the library and it was found that they were infested with bed bugs. The Library brought in a canine inspection and detection services company to inspect the entire facility for bugs. None were found. The Library will have an inspection twice a year to ensure the facility is free of any sort of bug.
- The computer lab renovation will start in early June and will be completed by August 4<sup>th</sup>. The renovation is possible due to a donation of \$25,000 from Linda Skaggs, niece of Elizabeth Whitlow. A naming opportunity for the computer classroom will be on the June agenda.
- On May 12<sup>th</sup> there was a donor and volunteer appreciation and recognition event at the Library. Approximately 40-45 people attended and Marge and Glenn Ferruzzi and Dan Drury were honored for their many years of service to the library. It was a wonderful, classy affair.
- Ms. Civitello is a contributor to PLA monthly magazine.

### **President's Report**

Mr. Ruiz thanked Mr. Lee for providing him a copy of the staff summary results. He also congratulated Josh and Fran, who were present at the meeting, for the number of years they have worked at the library, 5 and 20 years, respectively.

### **Discussion and Action Agenda**

1. Mr. Lee asked Trustees to approve the Non-Resident Fee of \$125.00 for 2017. This fee is for people who live in unincorporated areas who want to enjoy public library services. *Fee patrons do not live in any library service area and pay a fee which is set annually in accord with Illinois state law. These patrons are entitled to full library privileges with the exception of online resources. Cards are issued for one (1) year. (From the WPL Operating Policy).* Richard stated that the fee requires review every year. A motion to approve the fee was made by Mr. Stein and seconded by Ms. England. All in favor, motion carried.
2. Ms. Juergensmeyer reviewed the proposed revisions to Collection Development Policy. She stated that it was last updated in 2012. A suggestion was made to include a few web links within the policy. A motion to approve the Collection Development Policy with noted revisions was made by Mr. Villalobos and seconded by Ms. Freeman. All in favor; motion carried.
3. Ms. Smith reviewed the proposed revisions to the Personnel Policy. Classifications for positions now include salary ranges, minimum and maximum. Ms. Smith stated that figures are based on the salary study that was recently completed. A motion to approve the proposed revision to the Personnel Policy was made by Ms. Stickels and seconded by Mr. Rivera. Motion carried, with Mr. Stein abstaining.
4. Mr. Lee stated that the Board voted to proceed with Option #2 (partial national search; some search firms offer a la carte services; the Board will decide which of these services they would like the search firm to manage and what services would be handled in-house) for the Executive Director Search. With the announcement that Jennifer Harris, the HR

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Manager, is leaving at the end of the month, proceeding with this option may not be the best. Ms. Harris has identified national search firms that can execute the entire search or provide a la carte services. Copies of the proposals received were distributed. They will be discussed at a Governance Committee meeting that will hopefully be held next week, to determine what option to pursue. Mr. Rivera stated that he would like to be invited to this meeting. A motion to proceed with the Executive Director search was made by Ms. Salazar and seconded by Mr. Stein. All in favor; motion carried.

**Trustee comments**

No comments.

**Adjourn**

A motion to adjourn the meeting was made by Ms. Salazar and seconded by Ms. Stickels. All in favor; motion carried. Meeting adjourned at 7:26pm.

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