

Waukegan Public Library Board of Trustees Meeting

MINUTES

Wednesday, October 18, 2017

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

Call to Order

The meeting was called to order by President Mary Stickels at 6:32pm.

Roll Call to Constitute a Quorum

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

Trustees absent were: 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. Amanda Civitello, Marketing and Communications Manager; Ms. Alicia Garcia, Development Manager; Ms. Kim Vander Yacht, Recording Secretary; and Mr. Josh Anderson, Adult Literacy Coordinator

Agenda

Motion to approve Agenda for Waukegan Public Library (WPL) Board of Trustees October 18, 2017 meeting was made by Mr. Rivera and seconded by Ms. England. All in favor; motion carried.

Minutes

A motion to approve the minutes of WPL Board of Trustees September 20, 2017 special onboarding meeting was made by Ms. Freeman and seconded by Ms. Mendez. All in favor; motion carried.*

A motion to approve the minutes of WPL Board of Trustees September 20, 2017 meeting was made by Mr. Rivera and seconded by Ms. Freeman. All in favor; motion carried.*

Friends of the Waukegan Public Library Report

Kathy Clay has been ill, has had surgery. Ms. Civitello provided a brief summary of the recent work of the Friends. They discussed the possibility of appointing an interim President and are currently conducting a vote via email. Their book sale will be November 3rd-and 4th and will be held in the Lewis Fresh Classroom. She encouraged all to come out and support them.

Foundation Board Report

Mr. Lee reported that the Foundation will meet on November 8, 2017.

Controller's Report

Ms. Jung reviewed the Summary of Disbursements for September 2017 and responded to questions. Of note: the bookmobile was sold for \$10,000. The library audit is almost done. The records retention project is almost complete; we are waiting for one more piece of documentation and then we can begin shredding the documentation we have set aside to be shredded.

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

Public Comments

None.

Director's Report

1. Two of our employees, Amanda Civitello and Katie McLain, gave presentations at the recent ILA Annual Conference. Both on Sexual harassment, Amanda solo on crisis communication; and Amanda also participated on a panel which discussed marketing
2. The library received the DEMCO Innovative Award for our Functional Health Literacy Program at the recent ILA Annual Conference in Tinley Park. We also received \$1000.00 as part of the award. Manny Hernandez is the coordinator for this program at the library. He collaborates with other organizations such as Rosalind Franklin and Vista Hospital Erie Family Health and Health Care Foundation of Northern Lake County. Great way to provide services to those who don't always have access to healthcare.
3. Working with Waukegan to College hosting their elementary school girls coding club. We are now the robotics coding hot spot for elementary and high school students.

President's Report

Mary reiterated the importance of Trustees giving a donation to the Foundation. The support is always needed, and any amount given will be appreciated. It would be nice to say there is 100% participation from the Board, especially since grantors often ask what percentage of the board has given.

Mary stressed the importance of all Trustees filling out a Statement of Economic Interest . It needs to be filled out by all elected and appointed officials. Ms. Vander Yacht will email the form to all Trustees.

Discussion and Action Agenda

1. Ms. Jordan provided a follow-up to the vacation carryover discussion that began at the board meeting last month. A question was asked as to whether there was a monetary impact due to employees rolling over vacation time into sick time at this time. Ms. Jordan stated that there is no impact. The current Personnel Policy states that the threshold is 160 hours. We need to change this to 150 because fulltime employees now work 37.5 hours as opposed to 40. Deb recommended that the board approve a change to the Personnel Policy to change the vacation threshold from 160 hours to 150 hours.

*A motion to amend the Personnel Policy to read "On April 30th of each year, employee's vacation time may not exceed 150 hours. Time in excess of 150 hours will be converted to sick time." was made by Ms. England and seconded by Ms. Ferruzzi. All in favor; motion carried.**

*A motion was made to approve the amended Personnel Policy, effective May 1, 2018, was made by Ms. Mendez and seconded by Ms. England. The Personnel Policy will now read, "On April 30th of each year, employee's vacation time may not exceed 150 hours. Time in excess of 150 hours will be converted to sick time." All in favor; motion carried.**

2. Ms. Smith stated that over the last 5 years, circulation has declined 25%. However, visitors to the library and program attendees have not dropped. After some research and it was discovered that there are currently 10,000 people who are blocked from using the library because they owe the library \$10.00 or more in daily and lost material fees; 4000 of these people are children in 8th grade or younger. Ms. Smith explained that we have fines so we can get materials back out on the floor so others can check them out. Ms. Smith stated that there is a lot of documentation

and precedence for dropping the decades old concept of overdue fines and many libraries are getting rid of them . Fines are obviously not a motivation to return items. In fact, they cause some unintended consequences/barriers, for instance, a barrier between a person and a book. In a community where every dollar matters, the library can quickly become an option rather than an essential service or necessity. Anything that prevents someone from using the library, WPL wants to challenge. 33% of Waukegan kids live below the poverty line. Without regular access to books outside of school, vocabulary does not increase, schoolwork might suffer, and kids falls behind. Poverty affects education and education affects poverty. Ms. Smith stated that we, as a library, have to address the latter. We risk never serving those who our services are intended, and then we won't be relevant to our community.

As a start to removing these barriers, Ms. Smith stated that after discussions with staff, she is recommending dropping the 20 cents per day overdue fine on most of the materials for children and adults, to be effective January 1, 2018. The \$1/day fines for DVDs, BluRays and video games would be retained. Ms. Smith stated that there are many other ideas that staff has come up with to help remove barriers, but the one presented will be a start. This will be a reduction in our annual revenue of approximately \$15,000.00. It won't stop those patrons who are already in this situation, but it will prevent others from getting into that situation. If the Board approves this recommendation now, the staff will have time to change any program procedures, initiate software changes and announce the policy change to the community, and will allow us to incorporate into our FY19 budget proposal.

A motion was made by Ms. Ferruzzi and seconded by Mr. Rivera to eliminate the 20 cents per day overdue fines effective January 1, 2018. All in favor; motion carried.

Mr. Lee thanked Ms. Smith for doing such a great job of presenting this recommendation and the background for doing so.

3. Ms. Stickels stated she is going to delay committee assignments.

Trustee comments

None

Adjourn

A motion to adjourn the meeting was made by Ms. Stickels and seconded by Ms. England. All in favor; motion carried.* Meeting adjourned at 7:31pm.

**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.