

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

Wednesday, September 21, 2016
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. Claudia Freeman, Ms. Sylvia England, Mr. Jesus Ruiz, Mr. David Villalobos, Mr. John Stein, Ms. Jennifer Salazar. Absent with notice were Ms. Jackie Herrera Giron, Mr. Erick Rivera, and Ms. Mary Stickels.

Also present were Mr. Richard Lee, Executive Director; Ms. Elizabeth Jung, Controller; Ms. Heidi Smith, Assistant Director, Ms. Alicia Garcia, Development Manager, Ms. Amanda Civitello, Marketing and Communications Manager, WPL Friends President Ms. Kathy Clay, Ms. Pat Mallory WPL Friends Director; and Ms. Diana Alvey, Recording Secretary.

Agenda

Motion to approve the Agenda for the WPL Board of Trustees September 21, 2016 meeting was made by Ms. England , seconded by Mr. Stein and passed by the Trustees. Motion carried.

Minutes

Motion to approve the minutes of the WPL Board of Trustees August 17, 2016 meeting was made by Ms. Freeman and Mr. Villalobos and passed by trustees. Motion carried.

Friends of the WPL Report

The donation box is getting unusable items and the Friends organization only has 5 people that work to sort and keep things neat. The Friends made \$1252.00 on their concerts and had \$153.00 in DVD sales this year. The Friends also made \$609.00 from sales of books to Better World Books down from a previous sales amount of \$804.00. There is another concert scheduled for October 7 at noon in the Bradbury room celebrating Oktoberfest. There is book sale scheduled for November 11 and 12th; the newsletter which goes out to members will include "book bucks" to use at the sale. The Friends are looking to have signage at the two locations announcing the sale. They will also be posting online for booksellers to come in for the sale. National Friends of the Library week is October 16-Oct 22, 2016, there will be a baskets and chocolates giveaway to be given away to new members during this week.

Lake Forest has one big book sale a year and because of that one time sale qualifies to not pay any taxes on their sales. Because Friends are in operation every day that the library is open they must pay sales tax on their income. They paid \$309.00 to the State of Illinois.

Public Comments

None

Controller's Report

Controller presented August 2016 Summary of Actual v. Budgeted results. Discussion followed.

Controller presented August 2016 Summary of disbursements. Discussion followed.

Roll call taken for a voice vote on motion to approve August 2016 Summary of Disbursements. Motion approved unanimously by the trustees.

Director's Report

1. Introduction of Development Manager – Alicia Garcia
 - I am the new Development Manager. I have worked with Tutor volunteers. I have been in IL for 8 years and have worked in event planning, grant writing, fundraising and am looking forward to growing the Foundation and to working with all of you.
 - Next Foundation meeting date is Oct 11, 2016.

2. Libraries Transform videos- viewed video

3. Presentation by Mike Higbee, from Development Concepts Inc. to discuss WPL's proposed partnership with the City of Waukegan for a potential south side development project

Presentation given. Question and answer session followed.

4. Updates
 - i. 10th Anniversary of the Hinkston Branch of the library, please come and visit and check out the aquatic center, the young adult space and see our improvements to the area
 - ii. Summer reading program is finished
 - iii. Active shooter training video was shown to staff at WPL
 - iv. WPL has signed another agreement with CLC about tutors
 - v. Continuing with the 15 minute conversations with the Executive Director
 - vi. Meeting with architects to determine feasibility of a remodel of the computer lab
 - vii. City of Waukegan kickoff to prevent and end homelessness
 - viii. Installed new timekeeping software –Kronos. Jennifer Harris will be attending next board meeting and will talk about the program.
 - ix. Request by Mr. Villalobos to include the Board members in the 15 minute conversations with the Director.

President's Report

Mr. Ruiz attended the ELC Grand Opening of 3-2-1 Blastoff Space Exhibit and found it to be wonderful and exciting for the kids with many interesting characters walking around the exhibit.

Foundation Board Report

None given, no Foundation Board meeting in September 2016.

Discussion and Action Agenda

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1. Establish Committee meetings and reports
Board President wants to start having meetings regularly for all committees. Trustees please look at your calendars to determine availability. Also look at items and issues to be discussed in committee meetings.

2. Appoint WPL Foundation Representative
Ms. Salazar will be the representative at the WPL Foundation meetings to be held on the 2nd Tuesday of every other month.

2. Establish Levy increase
Discussion of current budget and levy. Question and answer session followed.

Roll call taken for a voice vote on motion to approve request for levy increase. Motion approved unanimously by the trustees.

Trustee Comments

Ms. England - The ELC and Space exhibit is wonderful, and the room with the SAT Prep looks good and I am very excited about the things going on in the library

Mr. Villalobos - Today there was a dialogue about homelessness, PADS put out brochures, and cards for hotline and information about panhandling as this obviously affects downtown Waukegan. There was a discussion about activity down in the bluff and city services came up with a game plan to raise all of the land and open up the visibility of it. As it is with all of the trees and bushes it's inviting for people to stay and dump trash. It will be managed by IDOT and police and a controlled burn will be done by WFD. The city forester can determine which trees to keep but will take out all of the brush and some trees

Mr. Stein – Nothing

Ms. Freeman – Nothing

Ms. Salazar – Please call me Jennifer and not Jenny in the minutes. I went to the opening of the ELC and I loved everything.

Mr. Ruiz – I will be out of town for the next 12 days and returning on October 5, 2016. I am going to Guanajuato, Mexico for vacation.

Adjourn

Motion to adjourn made by Mr. Stein and seconded by Ms. England. Motion passed by Trustees.

Meeting adjourned at 7:58 pm.