

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

Wednesday, November 16, 2016
6:30 p.m. Board Room
128 N. County Street
Waukegan, IL 60085

Call to Order

President called meeting to order at 6:32 pm.

Roll Call to Constitute a Quorum

Trustees present were, Mr. David Villalobos, Ms. Claudia Freeman, Mr. Erick Rivera, Mr. John Stein, and Ms. Mary Stickels, Mr. Erick Rivera, Ms. Sylvia England. Arriving at 6:47 pm was Mr. Jesus Ruiz and Mr. Doug Stiles, Library Counsel.

Absent with notice: Ms. Jackie Herrera Giron and Ms. Jennifer Salazar.

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

Due to President's and Vice President's absences, Mr. Villalobos, as Treasurer, assumes role of leading the Board of Trustees meeting.

Agenda

Motion to approve the agenda as amended for the WPL Board of Trustees November 16, 2016 meeting was made by Ms. Freeman, seconded by Ms. England and passed by the Trustees. Motion carried.

Minutes

Motion to approve the minutes of the WPL Board of Trustees October 19, 2016 meeting was made by Mr. John Stein, seconded by Ms. Freeman and passed by the trustees. Motion carried.

Friends of the WPL Report

The Friends celebrated Library week here at the library. We introduced ourselves to the public spoke about the Friends organization and about joining the board. We made \$411 in donations. We also had a book sale on November 11th and 12th and we made \$727 in part from sales to book dealers and out of town educators.

Public Comments

None

Governance Committee

Chairperson Mr. Rivera reports that after the Committee met the following were their recommendations:

Purchasing Policy – increase in excess of dollar amount from \$10,000 to \$20,000 for purchases of goods and services that require approval by Board of Trustees.

Ethics Policy – to remain as is with no changes recommended

Personnel Policy – sections covering FMLA, Expense reimbursements and Pay ranges will be covered by Mr. Lee. These sections were previously reviewed by the Library Counsel and the Management Association.

Finance Committee

Finance Committee met today and discussed travel reimbursement policy, year to date accounting of Library, pending levy request and press release from Fitch.

Travel Reimbursement Policy - state mandated by passage of house bill and thus to be incorporated into Library policies.

Levy request - to be handled by senior management from the Library and will be discussed at the City Finance Committee meeting 11/17/2016. Press will be present at Library at 9am Mr. Stiles has determined that legally there is no conflict of interest for Mr. Villalobos as a trustee and that he may go forward with a vote on the levy. Further clarification can be had from Mr. Martin, City Attorney.

The press release from Fitch - will be issued once the city receives its own completed audit.

Controller's Report

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

Controller presented October 2016 Summary of disbursements. Discussion followed.

Roll call taken for a voice vote on motion to approve October 2016 Summary of Disbursements. Motion passed by vote of trustees. Motion carried.

Director's Report

1. Levy Report
 - a. Letter and Statistics to be handed out to aldermen
2. Updates
 - a. ILA Conference in October – Ms. Shaub and Ms. Civitello did a presentation , also Ms. Smith and Mr. Gfesser presented at the conference which were both well attended
 - b. New Bookmobile driver hired who had previously driven school buses
 - c. There will be a “Non-Event” to replace the Gala that was cancelled. It is an invitation to donate the money you would have spent to buy a ticket to the Gala but you stay home. Invitation will go out this week.
 - d. Success Story: A woman who enrolled in Internet Computer class has been learning many new things and she told her boss that she wanted to work on computers. She was given a computer test, passed it and was promoted and given a raise.
 - e. Jennyfer Cordova was recently promoted from being a part timer to a Full time float person able to work in various departments.
 - f. Two staff members are working to learn ACA and become certified ACA Navigators.
 - g. PADS has begun utilizing one of our study rooms to have office hours on Tuesdays at the Library to educate interested patrons in the resources available.
 - h. Mano a Mano has started offering classes here at the library on Becoming a Citizen
 - i. Storytelling Festival –this year we featured different ways people tell stories using a West African Dance group, a bi-lingual storytelling group, and traditional storytellers. Attendance was just over 1000 people as we were competing with the Cubs World Series game. We partnered with the Waukegan Arts Council and supported in part by the Friends of the Library.

President's Report

Thank you committees for all of your hard work.

Discussion and Action Agenda

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1. Review proposed revisions to Policies
 - a. Ethics
 - a. No Changes
 - b. Purchasing
 - a. Move from \$10,000 to \$20,000
 - c. Personnel Policy
 1. FMLA only at this time
 - a. Change as recommended by Management Association and Legal Counsel
 2. Expense Reimbursement
 - a. Change as mandated by state house bill
 3. Pay Ranges Schedule
 - a. Simplify Pay Range schedule to include only classifications and not job titles
 - b. NO monetary changes

Discussion followed.

Motion to approve revisions to Personnel Policy policies made by Mr. Villalobos and seconded by Ms. Stickels. Approvals for Ethics and Purchasing Policies to be held until next board meeting.

2. Review and Discussion of Chapter 6, "Access," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014
The Library is currently meeting all access points required for the Per Capita Grant. Discussion followed.
3. December Meeting cancel or holiday gathering
 - a. Decision by board to cancel holiday gathering.
 - b. Board meeting for December is also cancelled.

Trustee Comments

Mr. Stein – no comments

Mr. Rivera – no comments

Ms. England – I have been here a lot and the staff is unbelievable. The books from other area libraries are also good. The staff is so helpful and I have been coming to the programming too.

Ms. Stickels – It is amazing. I am so proud to be a board member. The library has raised the bar and I am grateful to be a trustee here.

Ms. Freeman – Thank you for the numbers on the classes and trainings. Good luck on the city presentation. The Governance Committee is meeting on Dec 12 and we want to have all of the policies together and do it all in January all at once. Hopefully board members will read them in advance and have your questions dealt with beforehand.

Mr. Villalobos – This Saturday from 5pm to 9pm is ArtWauk. There will be a trolley system with a drop off and pick up. This is on a trial basis for four months. Saturday is small business Saturday; please head over for small business weekend. There is a fundraiser to benefit the Staben House which will be held on December 2 with a reception and dinner and is semi-formal.

Mr. Ruiz – I would like to see 100% participation by the board in the Levy request meetings. Participation in the city council meeting would be a great show of force. Come to the City Finance meeting when the committee presents to the city council.

Adjourn

Motion to adjourn made by Mr. Stein, seconded by Ms. Stickels. Motion carried and meeting adjourned at 7:47 pm.