

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

Wednesday August 17, 2016
6:30 p.m. Board Room
128 N. County Street
Waukegan, IL 60085

Call to Order

Meeting was called to order at 6:40 pm.

Roll Call to Constitute a Quorum

Trustees in attendance included: Mr. Jesus Ruiz arriving at 6:41 pm, Ms. Sylvia England, Ms. Claudia Freeman, Mr. Erick Rivera, Ms. Mary Stickels, Ms. Jennifer Salazar, and Mr. David Villalobos arriving at 6:46 pm.

Absent with notice: Mr. John Stein. Absent without notice; Ms. Jackie Herrera-Giron.

Also in attendance were; Ms. Heidi Smith, Assistant Director, Ms. Betsy Jung, Controller, Ms. Amanda Civitello, Marketing & Communications Manager, and Ms. Diana Alvey, Recording Secretary.

Agenda

Motion to approve agenda for the WPL Board of Trustees August 17, 2016 meeting was made by Ms. Freeman, seconded by Ms. England, approved by the trustees.

Minutes

Motion to approved minutes as amended for the WPL Board of Trustees meeting of July 20, 2016 made by Ms. Stickels, seconded by Ms. Salazar, approved by the trustees.

Friends of the WPL Report

Presenting on behalf of the Friends was Ms. Civitello. Sorry they could not appear; the Friends had a previous engagement. Thanks in part to their very successful cookie sales they were able to purchase two IPADS to be used by the Children's Department. The Friends invite all trustees to the Courtyard Concert on Friday at noon, and in case of rain it will be held in the Bradbury Room on the lower level.

Foundation Report

Presenting on behalf of the Foundation was Ms. Civitello. The events committee is progressing nicely with plans for 2016 "Great Gatsby" gala. Working on securing auction items for silent and live auction and starting to target sponsors with different sponsorship levels.

Public Comments

No public comments.

Controller's Report

Ms. Jung presented July 2016 Summary of Actual v Budgeted results and summary of disbursements. Discussion followed. Motion to approve July 2016 Summary of Disbursements as presented was made by Mr. Villalobos, seconded by Ms. England and approved by the trustees.

Director's Report

Mr. Lee sends his regrets, he is currently on vacation in California and unable to make the meeting. In his absence Ms. Smith delivered the Director's Report.

HR Report there was a resignation of a full time IT employee. We hired a full time Development Manager who will start Sept 1 and will work on the Foundation and fundraising work. There is an engagement position which will be posted next week. We are currently interviewing for the human resources position. Interviews were conducted and there were some good candidates. We are hopeful that whichever candidate is chosen that they will be able to start on Sept 1st depending on their circumstances.

Jennifer Harris our current HR consultant is interested and did apply for the position. We that August will be

the last month for CR Search expenditures, but there might be a little time lapse in between depending upon accounting cycles.

At the September Board meeting Richard will be talking this fall about his 2018 levy request to the city and will discuss how much money the library will need for FY2018. He is working with department managers to determine needs. He is also looking at staff pay, and will have more information about what increase request he anticipates making. Mr. Ruiz is concerned with the loss of staff in the last couple of months and it would be nice to know if salary was one of the reasons. Ms. Smith stated that in the past there were comparisons by population and by budget size of comparable libraries to use in making those estimates. Or a comparison may be made by using a per capita figure those figures will be prepared.

There will be a Black Lives Matter community event being held here on Thursday, in the Bradbury room from 6-7:30 pm. The library is simply providing a room and is not hosting the event. The way the article is written it appears that the library is hosting the event and we have received questions from the community. We are providing the room and addressing staffing needed as we typically do for large events. There is currently a book display of Black Lives Matter that is coincidental to the meeting scheduled. The policy is that we are free, open to the public for all nonprofits and non-partisan organizations. WPL does have a policy about speaking to the media. The following people are allowed to speak on the library's behalf to the media: Board president, Executive Director, Assistant Director and the Marketing and Engagement Manager. You may always speak on your own behalf as a private citizen or in the capacity of your job but not for the library.

Reminder to the board: there is a Board of Trustees orientation scheduled for Wednesday August 31, from 5:30 to 7pm. Trustees Mr. Rivera and Ms. Freeman have indicated that they will not be in attendance. Additionally there is an OMA training session for the three new trustees. A link to the OMA training will be emailed to all trustees at the request of the Board President.

Update about strategic direction: Board approved strategic plan includes mission, vision and 4 areas of impact, then the staff created an operating plan to make that happen. The leadership team added and enhanced the operating plan and at the orientation you will be hearing more about those objectives.

We recently applied for a health literacy training grant to use health workers in the community to support education and health literacy goals.

Currently there are many young people near the Friends book sale area, we are working to create a work plan to support those students, staff the area, have pop up displays, better seating, and expanding high school homework help to 4 nights a week, in the next few weeks.

There is a NASA Space exhibit on main floor; some of the exhibition was previously displayed at the Gail Borden Library. This exhibit complements the ELC theme of Space 3-2-1 Blast-Off. We have been transforming the ELC into a learning center for space thanks in part to a \$15,000 sponsorship gift from North Shore Gas. The Grand Opening is August 28 from 1-3 pm. There will also be a health fair here on Aug 27 with Rosalind Franklin University from 1-5:30 pm.

In July we had a flurry of activity enrolling people with the affordable care act through our health care navigators. There were 20 appointments in the month of July. We also received a grant from Church of the Holy Spirit for \$10,000 for enrollment in health care.

We recently received a \$100,000 from the Helen Morrow Foundation and a few weeks ago they gave an additional \$25,000 in discretionary funds. We believe that it was because of the mission of the library and the reception they received when they presented the original gift. We received a gift of \$2500 from the Friends' of the Library to purchase chrome books for the Children's Department. Coming up in October the library will be collaborating with ArtWise to celebrate our community's diversity through the Storytelling Festival, art and book talk. The Storytelling Festival will take place on Friday October 28.

WPL is looking at replacing our event calendar software.

We hosted a WPS District 60 Leadership retreat here at the library. The library is also partnering in Waukegan

Working Together headed by Jon Ashworth of Lake County Health department to help coordinate the layers of strategy, ideas for streamlining, and to work more effectively cooperatively.

President's Report

Cell phone etiquette

If you are using your personal electronic devices during a Board of Trustees meeting it may be subject to OMA and FOIA rules. Let us have a discussion about possibly leaving the room to answer a call, email or text if it is personal or work related. We can put that on the agenda for discussion and we can decide if the cell phone etiquette guidelines are still acceptable. Recording secretary to email the etiquette document and then will be put on the agenda to discuss.

Discussion and Action Agenda

1. Discussion and possible action to eliminate the office of Treasurer from WPL Board of Trustees

Trustee has suggested a discussion about the need for a treasurer. If the board wishes to change it, it would require a change to the bylaws. A change in bylaws would require advance notice of one meeting prior to voting on change to bylaws. Discussion followed.

Decision was made to wait for Board Orientation at the end of the month in order to better understand the roles. Motion to maintain Waukegan Public Library Board of Trustees Bylaws as they are made by Ms. Freeman and seconded by Mr. Villalobos but not passed.

2. Officer Elections: President, Vice President, and (Treasurer)

Vote on offices of President, Vice President, and (Treasurer)

- President elected is Mr. Jesus Ruiz
- Vice President elected is Ms. Jackie Herrera-Giron
- Treasurer elected is Mr. David Villalobos
- Appointment of trustees to standing committees
 - Executive Committee members
 - Mr. Jesus Ruiz, Ms. Jackie Herrera-Giron, and Mr. David Villalobos
 - Governance Committee members
 - Mr. Erick Rivera (chair) Ms. Claudia Freeman, Ms. Mary Stickels
 - Finance Committee members
 - Mr. David Villalobos (chair) and Ms. Claudia Freeman, Ms. Sylvia England
 - Development Committee members
 - Ms. Mary Stickels (chair) and Ms. Sylvia England, Ms. Jenny Salazar
 - Board of Directors of the Waukegan Public Library Foundation
 - Ms. Jenny Salazar Board of Trustees representative

Trustee Comments

Mr. Villalobos- came across an incident in Waukegan of a resident on a bike on Sheridan Road and had to call police. Alderman just discovered that there is a past due invoice for \$1 million, hope to get a payment plan and work it over 6 years. There are budget concerns but the city would be in breach of the demolition contract so it has to be done. This will result in cuts within the city budget, depending upon the payment plan established. The bill was issued in April but we didn't hear about it until now.

Ms. England -the concert was awesome last week. It was well attended and I saw the exhibit. It is a wonderful exhibit and looked at the teen section, all exciting things.

Mr. Rivera- pass

Ms. Stickels - Great meeting. Good things going on at the library.

Ms. Freeman- Congrats to everyone. David have fun. That is a bad situation at the city. How does that happen? How does that happen in a department and no one gets fired? I hope you are trying to get to the bottom of it.

Ms. Salazar- pass

Mr. Ruiz- The reason I was late was that we were celebrating Oktoberfest in August with a root beer float and it got late. Thank you everyone.

Adjourn

Meeting adjourned at 8:05 pm.

For questions or comments, please e-mail 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.