**Waukegan Public Library Board of Trustees Meeting**

**MINUTES**

Wednesday, August 19, 2015

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

**Call to Order**

Meeting called to order at 6:30 pm.

**Roll Call to Constitute a Quorum**

Trustees in attendance included Ms. Claudia Freeman, Dr. Charmaine Harris, Ms. Jackie Herrera Giron, Mr. Erick Rivera, Mr. Jesus Ruiz, and Dr. Verna Wilson. Trustees not in attendance, with notice, included Ms. Mary Stickels and Mr. Pete Zaragoza. Trustee not in attendance, without notice, included Mr. John Stein.

Quorum present.

Also in attendance were Mr. Richard Lee, Executive Director, Ms. Heidi Smith, Assistant Director, and Ms. Linda Gfesser, Recording Secretary.

**Agenda**

Motion to Approve Agenda for WPL Board of Trustees August 19, 2015 Meeting made by Ms. Freeman, seconded by Mr. Ruiz, and passed by the Trustees.

**Minutes**

Motion to Approve Minutes of WPL Board of Trustees June 17, 2015, Meeting made by Dr. Wilson, seconded by Ms. Freeman, and passed by the Trustees.

Motion to Approve Minutes of WPL Board Development July 15, 2015, Meeting made by Mr. Ruiz, seconded by Mr. Rivera, and passed by the Trustees. Dr. Harris abstained.

**Friends of the WPL Report**

No Friends’ representatives were present. Board approved for the Friends to present a report after their arrival to meeting.

**Public Comments**

No public in attendance.

**Controller’s Report**

In the Controller’s absence, Executive Director presented June/July 2015 summary of actual v. budgeted results. Brief question and answer session followed. Executive Director presented June/July 2015 summary of disbursements. Motion to approve June/July 2015 summary of disbursements made by Mr. Ruiz, seconded by Dr. Wilson, and passed by the Trustees.

**Director’s Report**

* Presented list of important library fall dates.
* Shared Krithika’s (a temp.) ACT prep class and distributed photos.
* Shared poster and photos of Mexican history classes.
* Shared Waukegan ArtWise events starting on 9/11 – “Those Who Serve” - Including the library’s writer’s series. Plans are to expand on this event for next year’s exhibit, “Clean Water”.
* Update on remodel project – should be very close to $1.2M, plus donor dollars, when all is done. To-the-penny report should be complete in time for the September board meeting.
* Library purchased a table of 10 for the Latino Coalicion Noche de Gala event; invite extended to all trustees.

**President’s Report**

* Reappointment of Trustees Claudia Freeman, Jackie Herrera Giron, and Erick Rivera occurred at the June 15, 2015 City Council meeting.
* Thanked Richard for compiling list of important library dates; will be very helpful.
* Retreat committee will continue to plan retreat. Trustees that have not already filled out a board self evaluation are asked to do so.
* Entertaining thought of possible development of an advisory committee to provide advice to the board.

**Foundation Board Report**

* The next Foundation meeting is scheduled for August 25, 2015, at 5:30 pm.
* Foundation is asking Trustees to come out and give names of people to ask for support.
* Foundation board is currently 7 members strong; any potential names for members should be given to the board.
* Bill Devore asked board to be ambassadors for the library.
* Foundation board is soliciting donations from trustees.
* The last Foundation action was to make Andy Stimson a Foundation Member Emeritus.
* Annual event planned to raise funds.

**Discussion and Action Agenda**

1. Executive Director Evaluation Process, previously done on an annual basis.

President looking to see if the Governance Committee can review this process to specifically evaluate the work that the Executive Director is doing.

1. Officer Elections; President, Vice President, Treasurer

Mr. Ruiz withdrew his name for nomination of Treasurer

Trustee members voted and resulted in Mr. Jesus Ruiz as Vice President.

Various trustees’ discussion ensued regarding pros and cons of the boards’ leadership and teamwork. Extensive discussion ensued regarding friction between specific trustees that occurred in the past.

Motion to Table election for full slate of officers, including new nominations, to next meeting made by Ms. Freeman, seconded by Dr. Wilson, and passed by the Trustees. Mr. Ruiz agreed to step down from the position of Vice President as a result of decision to table election for full slate of officers.

Trustees discussed issues brought up and that it is a good start to the boards’ openness. Goal of the board is to work together. Discussion ensued regarding all the board members wanting to do the right thing and being open to have conversation.

1. Policy Review

a. Approval of Meeting Room Policy

Assistant Director presented the Meeting Room policy and briefly explained why the changes to policy were made. Brief question and answer question followed. Motion to approve Meeting Room policy made by Ms. Freeman, seconded by Mr. Ruiz, and passed by the Trustees.

**Trustee Comments**

Mr. Ruiz – Used new study room #6 on main floor and said it was wonderful and he was proud.

Ms. Freeman – It is outstanding that the arts council will be able to use the new space. Experienced an interesting experience of a panhandler at the last concert. Staff explained that they will let our safety personnel know of the incident.

Dr. Wilson – New teachers started school and on Monday all teachers will be at the Genesee Theater for rally. Students start on Thursday and Friday. Start times have changed/staggered from last year.

Mr. Rivera – pass.

Dr. Harris – still here.

Ms. Herrera Giron – Summer has flown by. Is excited about of all the library programming and thanked board for their hard work on behalf of the citizens of Waukegan. Distributed board self evaluation to Dr. Wilson and Dr. Harris to fill out.

**Adjourn**

Meeting adjourned at 8:45 pm.