

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

Wednesday, October 19, 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. Jesus Ruiz, Ms. Jackie Herrera Giron, Mr. David Villalobos, Ms. Claudia Freeman, Mr. Erick Rivera, Mr. John Stein, and Ms. Mary Stickels. Arriving at 6:47 pm was Ms. Jennifer Salazar.

Absent without notice: Ms. Sylvia England.

Also present were Mr. Richard Lee, Executive Director; Ms. Elizabeth Jung, Controller; Ms. Heidi Smith, Assistant Director, Ms. Jennifer Harris, Human Resources Manager, WPL Friends President Ms. Kathy Clay, and Ms. Diana Alvey, Recording Secretary.

Agenda

Motion to approve the agenda as amended for the WPL Board of Trustees October 19, 2016 meeting was made by Mr. Stein, seconded by Ms. Freeman and passed by the Trustees. Motion carried.

Minutes

Motion to approve the minutes of the WPL Board of Trustees September 21, 2016 meeting was made by Mr. Stein , seconded by Ms. Freeman with Ms. Herrera Giron abstaining. Motion carried.

Friends of the WPL Report

The Friends have had a table on the main floor to sign up new members and /or take donations from patrons. All new members will be entered into a raffle that one of our members has created. It has been a great opportunity to educate the public about what the Friends organization does. There will be a book sale on November 11th and 12th. The Friends will be calling the park district to add an announcement onto their signage. Also, the Friends are still looking for volunteers to help at the library for two hours on Thursdays, possibly students or church groups. Friends' representative left meeting at 6:41 pm.

Public Comments

None

Controller's Report

Controller presented September 2016 Summary of Actual v. Budgeted results. Discussion followed. Controller presented September 2016 Summary of disbursements. Discussion followed. Roll call taken for a voice vote on motion to approve September 2016 Summary of Disbursements. Motion passed by vote of trustees, with one abstention by Ms. Salazar. Motion carried.

Director's Report

1. Updates

As of January 1, 2017 Illinois Paper with whom we signed a 5 year contract is now owned by Impact Networking -

Tell Sing Dance

- Flyer for the Bradbury Storytelling Festival to be held at the Genesee Theater

- Two complimentary tickets for each trustee

- The Storytelling Festival has been expanded in partnership with ArtWise to include music and dance.

- In the spirit of the theme for ArtWise, Celebrating Diversity, there will be three storytellers, a West African Drum and dance group, and a Mexican music and dance performance group

 - We hope you will join us for the Friday evening performance on October 28

Staff day

- Will be November 4 to be held at Midlane Country Club.

- Trustees are always invited and you may stay as long as you like

- Providing breakfast and lunch

- It will begin at 9am and go until 3:30 pm in the Monterrey Room

IT

- Upgrading our WIFI on the lower level, admin and at the branch

Staff

- Priscilla was named a Protégé by the YALSA (Young Adult Services Association) of ALA. It's a virtual mentoring program that will help her develop a YA leadership Council this school year.

PADS

- Admin, CS, and Reference met with PADS regarding PADS services.

- We will continue these meetings monthly and host a PADS rep here at the library on a regular basis.

Mano A Mano

- Will provide weekly services at WPL including assistance with ACA, Medicaid, Immigration help, and voter registration and community referrals

ACA

- We have 2 more staff people training to become navigators for the upcoming open enrollment period.

Active Shooter Training

- 90% of doors are now labeled inside and out, and will be completed by the end of October. This was recommended for being able to identify rooms accurately and this will be forwarded to the Waukegan Fire Dept. and the Police Dept.

LIBCAL

- Will replace Evanced as our room/event reservation software by the end of the year. Cost comparison of \$1898 vs \$4k. In addition to the savings, the new system is also more user-friendly.

Federal funding for Adult Literacy is in jeopardy

- Wrote a letter to Dick Durbin passing around the response I received

Levy Request

- I have met with the mayor regarding the levy increase request and let him know that we will be contacting the alderman next.

- We have contacted all of our aldermen to set up short meetings regarding our levy request. Heidi and I will meet with them to discuss the request

- Board members are welcome to join in on the conversation and could meet specifically with the Alderman of their home district

Mr. Ruiz, 2nd Ward, Ms. Salazar, 3rd Ward, Mr. Villalobos, Ms. Freeman, 4th Ward, Ms. Stickels, Mr. Stein, 6th Ward, Mr. Rivera, Ms. Herrera Giron, 9th Ward

- Deadline for submission is November and a decision is given by Waukegan city council by December

Human Resources Update

- Kronos is the new timekeeping software and will be completely onboard by Nov 1

- We now have an active staff committee. This committee is comprised of a staff member from each department. HR is there simply to facilitate and committee determines direction and parameters. First issue to tackle is communication at the Library

- We have hired a new bookmobile driver. Her experience has been as a school bus driver for high school and elementary school kids.

- Open IT technician position was filled by an internal candidate promoted from the Customer Service department

- Alicia Garcia was hired as the Development Manager and has been here for about 3 weeks, she will be spearheading the Foundation and work in fundraising and partnerships

- Tatiana Alonso was the Outreach and Engagement Coordinator and she will be coming back this month. The position reporting and duties have been changed, she will be reporting to Amanda Civitello.

President's Report

Went to the North Shore Gas and Waukegan Township event where Richard and I were given an award from the Coalition to Reduce Recidivism

I came in on Saturday and it was like Black Friday with people waiting to come into library, nice to see people anxious to use the library

Foundation Board Report

Update from Mr. Villalobos it was a good meeting overall.

- a. There is going to be a fundraiser nonevent in lieu of the gala which was cancelled.
- b. The Foundation sent out a save the date and now they are inviting the invitees to contribute by buying tickets and not attending. Their absence is requested instead of their presence.
- c. There was also a presentation about the cycle of fundraising given by Sherry Quam Taylor.

Discussion and Action Agenda

Discussion and Action Agenda

1. Schedule Committee Meetings
 - Request by Board President for committees to set up scheduled meetings.
 - Added Ms. Herrera Giron to the Governance Committee
 - Mr. Stein will be on the Finance Committee
 - Governance Committee to meet on Oct 31 at 5pm in Study Room 1, 2 or 4
2. Review proposed revisions to FMLA and pay ranges

Ms. Harris has a three page prepared revision to the Personnel Policy specifically concerning the FMLA policy.

- a. Currently the library has a one sentence long statement referring to FMLA which needs to be less broad, clearer, and easier to understand and explain to employees.
- b. The revision presented was authored by Management Association and legally reviewed by their attorneys.
- c. Recommending that we specify that there are 12 weeks of unpaid leave, who qualifies, military entitlements, caregiving, whether you run your accrued paid time off with FMLA concurrently.
- d. We are not looking at changing vacation time and sick time accruals. We do not want to take anything away. Currently WPL salaries are low but benefits are good. This is an incentive for people to come here and to stay.
- e. A handout of current and proposed changes to pay ranges has been disseminated. Changes made are as follows:
 - a. Some of the changes are positions that no longer exist
 - b. Eliminate positions that are not relevant
 - c. Eliminate redundancies and consolidate positions
 - d. No monetary changes made, no changes to compensation made
 - e. Represents a more organized, comprehensive job classification versus job listing
- f. You will be seeing the entire personnel policy in the spring in which some of these issues may be addressed.

Motion to table discussion until Library attorney has reviewed the changes and reviewed them with trustees made by Mr. Stein, seconded by Mr. Villalobos, motion carried.

Request by board for Ms. Harris to provide to them a tree/organization chart showing what jobs fit under what category. The information is to be emailed to the Board of Trustees upon completion.

Trustee Comments

Mr. Ruiz – no comment

Mr. Stein - no comment

Ms. Salazar- Every time I come to the library, I always get excellent customer service even though they don't know who I am.

Ms. Stickels – Are all of the trustees members of the Friends group? Every board member should be a Friends member

Mr. Villalobos – We also are looking at the homeless problem in the Waukegan area. We are tackling Washington St. corridor looking to add a space for teens and engage more with them, the library should consider a third branch on Washington Street for the demographic of kids aged 13-18 as there is a lack of space and a real need. November 3rd is the next merchant meeting

Ms. Freeman – no comment

Adjourn

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