

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

Wednesday, October 21, 2015
6:30 p.m. Board Room
128 N. County Street
Waukegan, IL 60085

Call to Order

President called meeting to order at 6:31 pm.

Roll Call to Constitute a Quorum

Trustees present were Dr. Charmaine Harris, Ms. Jackie Herrera Giron, Mr. Pete Zaragoza, and Mr. John Stein, Ms. Claudia Freeman, Ms. Mary Stickels, and Mr. Erick Rivera. Trustees Mr. Jesus Ruiz and Dr. Verna Wilson were absent with notice. Also present were Mr. Richard Lee, Executive Director; Ms. Elizabeth Jung, Controller; Ms. Heidi Smith, Assistant Director, Ms. Cindy Joy, Human Resources Manager, WPL Friends President Ms. Marge Feruzzi, and Vice President, Pat Mallory; and Ms. Diana Alvey, Recording Secretary.

Agenda

Motion to approve the Agenda for the WPL Board of Trustees October 21, 2015 meeting was made by Mr. John Stein, seconded by Ms. Claudia Freeman and passed by the Trustees. Motion carried.

Minutes

Motion to approve the minutes of the WPL Board of Trustees September 16, 2015 meeting was made by Ms. Claudia Freeman, seconded by Mr. Erick Rivera and passed by trustees. Motion carried.

Friends of the WPL Report

This week is National Friends of the Library week and goes from October 18-24, 2015. Signs are posted near the front door and they are hopeful that they will get more members, and boost book sales. Signage for the Friends book sales area has arrived and should be hung next week. There is an upcoming Big Book Sale on Nov 20th and 21st. Hope to clear out many books. Friends do accept donations of clean usable books. There are donation boxes in the Friends Sales area of the library, and near the staff lounge. They also have a premium book table for the books in better condition sold at a slightly higher price.

Public Comments

No public in attendance.

Controller's Report

Controller presented September 2015 Summary of Actual v. Budgeted results. Discussion followed. Controller presented September 2015 summary of disbursements. Discussion followed. Inquiry made regarding copier overages charge. Overages issue to be discussed during Discussion and Action agenda time. Request to make the font larger on the summary of disbursements report. Motion to approve September 2015 Summary of Disbursements was made by Ms. Mary Stickels, seconded by Ms. Claudia Freeman and passed by the Trustees. Motion carried.

Request made by trustee to make the font larger on Controller's Report.

Director's Report

- Presented list of important library event dates for fall
- Showed video from Library Furniture International showcasing the Waukegan Public Library remodeling and renovation.
- Keep it Nice campaign is going very well
- WPL has had 280 groups using the classrooms ranging from individuals, study groups, gamers, to professionals
- A few of the new rooms were selected to be rooms for advance reservation use and the rest are first come first serve
- Annual Staff Day is going to be Nov 6
 - We are concentrating on the Periodic Table of Character Strengths
 - We are keeping it simple and inexpensive and hosting it in the library
 - Board members are always welcome
 - It will begin at 8 am, meeting in the Bradbury Room for breakfast and then move upstairs to the Lewis Fresh Classrooms for the sessions.
 - Hope to finish early and then take staff over to the Urban Edge to see the Ryan Reed Those Who Serve exhibit
 - Lunch is at noon
- Get Covered Illinois
 - We will be assisting the Lake County Health Department with this initiative
 - They have given us the responsibility of overseeing the initiative because of our past performance and trust within the community
 - We will receive \$30,000 to oversee the program
 - Goal for this year is to enroll 2400 in Lake County
- Storytelling Festival is Friday, Oct 30
 - you have all been given tickets and I encourage you to go and support this event
 - We have about 1600 kids and chaperones scheduled to attend the morning matinee
 - Amanda and the marketing team have been working very hard
 - Sponsorships are going very well
 - Additionally Jon Eller will be conducting a discussion of Fahrenheit 451 at 1:00 pm at WPL
 - Pillar of Fire theatrical reading by Bill Oberst Jr. at WPL at 3:30

President's Report

- President expressed gratitude for all of the refreshments served.
- Thank you for being here tonight
- Announced the new chairs for the committees
 - Governance committee chair is Mr. Pete Zaragoza
 - Development committee chair is Dr. Verna Wilson
 - Finance and Retreat chair is Ms. Mary Stickels
 - ◆ The retreat meeting met last week
 - ◆ We had valuable information that came from the evaluations as a basis for develop the foundation for the retreat
 - ◆ The retreat will be held at the library
 - ◆ We will have speakers
 - ◆ Tentatively in February or March

- ◆ Concentrate on bringing together the board to work for the betterment of the library and to bond
- Please make every effort to attend,
- A good opportunity to get to know each other individually, and to work as a team
- Friends of the Library are also invited to attend
- Great opportunity to meet in a non-meeting environment
- Please come to the library events, participate and cheer on what is going on at the library
- Considering forming an Advisory committee, please think about people that can participate and let me know their names

Foundation Board Report

Ms. Verna Wilson was absent. No Foundation Board notes.

Discussion and Action Agenda

Discussion and Action Agenda

Richard Lee

1. Discussion of Levy for FY17

- ◆ Mayor wishes to keep a flat levy
- ◆ Not much left that city can do for WPL to offset the flat levy
- ◆ There is nothing stopping the board from asking for an increase
- ◆ No promises made to the mayor
- ◆ Can fees be increased?
- ◆ Perhaps charge for movies?
- ◆ Must be aware of impact on community of an increase in fines or fees

Motion to maintain FY16 levy amount through FY17 brought by Ms. Mary Stickels, seconded by Ms. Claudia Freeman, motion passed by Trustees. Ms. Charmaine Harris and Mr. John Stein abstained. Motion carried.

2. Discussion of changes to LIMRiCC's ByLaws

Cindy Joy

- ◆ Waukegan Public Library is a part of LIMRiCC as a result of our unemployment insurance.
- ◆ LIMRiCC offers health insurance but we do not use their insurance.
- ◆ They recently brought the bylaws up to date to conform to the requirements of ACA and as a participating member of LIMRiCC we must sign off on changes to their by-laws. The changes being made have no impact on Waukegan Public Library but we have a resolution to sign and accept the changes. It is just a formality.
- ◆ Trustees requested additional information about LIMRiCC and they received the cover letter explaining the reason for the changes.

Resolution to accept changes to LIMRiCC's ByLaws made by Mr. Pete Zaragoza, seconded by Mr. Erick Rivera, motion passed by Trustees. Ms. Charmaine Harris and Mr. John Stein oppose. Motion carried.

3. Policy Review

Heidi Smith

- ◆ Discussion of changes to Emergency Succession Policy, it is what happens to the library when an executive director is unable to perform their duties due to death, disability or departure.

- ◆ Questions from Trustees: Why is the Executive Director's job description not part of the policy? So it was not part of the policy but rather part of his contract.
- ◆ Why emergency Succession? Because it only is meant to deal with the short term or temporary absence of the Executive Director.
- ◆ Suggestion to modify the policy to include more than one person on the succession, in the event that the second person, the Assistant Director is also incapacitated or departs.

a. Approval of Emergency Succession Policy

Motion to Approve Emergency Succession Policy made by Mr. Pete Zaragoza and seconded by Ms. Mary Stickels motion passed by Trustees. Ms. Charmaine Harris and Mr. John Stein oppose. Motion carried.

4. Discussion on copier contract proposal

Richard Lee

- ◆ President read email from Jesus Ruiz regarding the copier contract options.
 - ◆ Two companies submitted proposals and were reviewed.
 - ◆ Both were five year contracts, they do not or seldom write contracts for less of a term
 - ◆ We can wait but not sure that we would have more leverage by waiting
 - ◆ With the new contract we would be getting some new machines also
 - ◆ If we do not accept a proposal there will be overage charges to contend with each month
 - ◆ Additional information needed: Need number of copies allowed per month, the overage cost, the number of copies currently on the machines, number of months left on current contract and cost per copy from both companies
- Motion to table discussion and get additional information made by Mr. John Stein, seconded by Ms. Charmaine Harris, motion passed by Trustees. Ms. Herrera Giron opposed. Motion carried.

Trustee Comments

Trustees in attendance had no comments.

Closing President Comments

Thank you for the Storytelling Festival tickets. Thank you for all of the refreshments. Thank you for your presence. Thank you for the bigger print calendar in the Board Packet.

Adjourn

Motion to adjourn made by Mr. John Stein, seconded by Ms. Mary Stickels, motion passed by Trustees. Motion carried. Meeting adjourned at 7:55 pm.