

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

Wednesday July 20, 2016
6:30 p.m. Board Room
128 N. County Street
Waukegan, IL 60085

Call to Order

Meeting was called to order at 6:32 pm.

Roll Call to Constitute a Quorum

Trustees in attendance included Ms. Jackie Herrera Giron, Mr. Jesus Ruiz, Ms. Claudia Freeman, Mr. Erick Rivera, Mr. John Stein, Ms. Mary Stickels, Ms. Jennifer Salazar, Mr. David Villalobos, arriving at 6:35 was trustee Ms. Sylvia England.

Also in attendance were Mr. Richard Lee, Executive Director, Ms. Heidi Smith, Assistant Director, Ms. Amanda Civitello, Ms. Kathy Clay, Friends of WPL Representative, and Ms. Diana Alvey, Recording Secretary.

Agenda

Motion to amend agenda to having the roll call first and the thank you to outgoing trustees to follow immediately thereafter, made by Ms. Freeman, seconded by Ms. Stickels and approved by the Trustees.
Motion to Approve Agenda for WPL Board of Trustees July 20, 2016 meeting was made by Ms. Stickels, seconded by Mr. Villalobos and approved by the Trustees. Ms. England was not present for this vote.

Minutes

Motion to Approve Minutes of WPL Board of Trustees April 20, 2016 meeting made by Ms. Freeman, seconded by Ms. Stickels, approved by the Trustees.

Friends of the WPL Report

New president has been elected and is Ms. Kathy Clay replacing Ms. Marge Feruzzi the previous president. Concerts are a success, cookies are selling well. The main fund raiser is the book sales. Current balance in the WPL Friends account is over \$2800. The Friends have agreed to donate \$2000 for iPads for the children's department. Friends receive a profit sharing check from someone at Abbvie who has named WPL Friends as their beneficiary. A copy of the Friends newsletter will be left with the trustees for their review.

Public Comments

No public comments.

Controller's Report

Ms. Jung presented April, May, and June 2016 Summary of Actual v Budgeted results. Ms. Jung presented April, May and June 2016 summary of disbursements. Discussion followed. Motion to approve April, May, and June 2016 Summary of Disbursements as presented was made by Ms. Freeman, seconded by Ms. Salazar and approved by Trustees.

Director's Report

Director introduced himself to the new board members.

- The library is currently working with the park district to announce the new ELC theme of 321 Blast-off. In past years there have been full page ads. September 17, 2016 is the 10th anniversary of the branch which coincides with Worldwide Day of Play. On this date both the library and the park district will be hosting events to celebrate the anniversary and the Day of Play.
- ILA is in October this year. Trustee Day is October 20, 2016 from 8-4 with programming and food. Please let director know if you are interested in attending. It is a great opportunity to network with other trustees.
- There are two student workers employed here through the Lake County summer workforce initiative.
- There have been two separations in the outreach and in the engagement and development departments. One reference person is out on FMLA, and there were several new hires in different departments. Mr. Lee to email new hire listing to board, as requested by board.

- The library is working with the Fire Chief to offer a meeting room to have study sessions for the civil service exam. The city is currently looking for an instructor for these study sessions. The idea to host the study sessions at the library was presented by our attorney, Doug Stiles.
- Self-check is at 54%, door count is averaging 1000 people a day.
- Amanda Civitello is the new Best Practices columnist for PLA, she will be appearing in the July/August issue. Our reference assistant, Katie McLain is now blogging for Book Riot, a website dedicated to writing about books.
- So far we have 500 kids in the summer reading club, 200 young adults in the reading club.
- The library will be hosting a trustee orientation in August with refreshments, details to follow. The next board meeting will be August 17, 2016.
- There will be a concert this Friday: West End Jazz Band, Dockside Dogs will be serving food, and Friends of the Library will be selling cookies. Due to the weather, the concert has been moved indoors.
- All of the trustees have received an IPLAR report which contains information about salaries and stats.
- Rear entrance to the library has been key coded and all trustees were given new key code.
- Update to the Ray Bradbury Statue – Richard Lee is the chair of the statue committee; the committee is looking into commissioning a sculpture to honor Ray Bradbury. The plan is to install it in front of the library. Our winner was Zack Oxman who envisioned Ray Bradbury on a spaceship that would be 12 feet high. We anticipate it being dedicated a year from now and hope it is a destination place for the community.

President's Report

Welcome to the new trustees, thank you for being here. Thank you to the outgoing trustees for their hard work. I invite the trustees to carefully look at OMA (Open Meetings Act) and look at information that is being shared outside of this meeting. It is part of our responsibility to keep things confidential. We do not want to be in a position to have to disclose information shared in closed session, so please look at OMA and at your communications in and out of the meetings

Discussion and Action Agenda

1. Discuss annual Public Library Non Resident services fee

Motion to approve Public Library Non Resident Services fee of \$125.00 made by Ms. Freeman, seconded by Mr. Villalobos, approved by the trustees.

2. Officer elections: President, Vice President, Treasurer

Question and answer session followed. Based on discussion decision was made to continue discussion at next board meeting. Recording secretary will email descriptions of positions and their requirements. A nomination ballot will be sent showing the three positions and trustees who have already indicated their interest in a position. Trustees to complete their nominations and will forward their responses to recording secretary. Mr. Ruiz has indicated that he wishes to nominate himself for the position of vice president, the position he currently holds.

Trustee Comments

Mr. Ruiz – Disappointed with the way the mayor handled the exit of the prior trustees, unfair to not give advance notice and only advised the day before.

Mr. Stein – yes I agree, it was very unprofessional

Ms. Freeman – welcome to everyone, thank you for stepping forward David.

Ms. Salazar – I am excited and thank you for having me. I am excited to learn and to be on the board. I am looking forward to working with everyone.

Mr. Villalobos – My appointment was very unexpected and I am aware of what transpired. I did express my regrets at the city council meeting over the way that things transpired. I am a good fit with the history here at the library. There has only been a small gap of time when I didn't work in this building.

Trustee Comments (cont'd)

Ms. Stickels – Welcome to new fresh faces. Suggest that we send out a letter to outgoing trustees. I do appreciate the work that Verna, Charmaine and Pete did for the trustees and I agree with Jesus.

Mr. Rivera had no comment.

Ms. England – Thank you for inviting me to be on the board. We have spent many years here with the kids. I am retired but do plan to spend time here at the library and at the classes.

Ms. Herrera Giron – I always think of Waukegan as the place where my heart is. At age 7 and coming to the library played in my life. I spent time here studying for law school and reading for pleasure. I appreciate the time you spend giving of your time, the older I get the more I appreciate how precious time is. Wherever I spend my free time, it brings joy to my life. So excited about the work that you do here. But the impact that I see in a community that is thriving and the impact of the work is so much needed. I thank the staff and the new members. Looking forward to working with you.

Adjourn

Motion to adjourn meeting made by Mr. Ruiz, seconded by Mr. Stein and approved by the trustees. Meeting adjourned at 7:36 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.