

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

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

Call to Order

The Vice President, Mr. Jesus Ruiz, called meeting to order at 6:35 pm. Mr. Ruiz led meeting in President's absence.

Roll Call to Constitute a Quorum

Trustees present were Mr. Jesus Ruiz, Dr. Charmaine Harris, Ms. Claudia Freeman, Mr. Erick Rivera, Ms. Mary Stickels, Dr. Verna Wilson, and Mr. John Stein. Absent with notice Mr. Pete Zaragoza. Quorum present.

Also in attendance were Ms. Tia Incapreo and Mr. Marcus Henthorn from LIRA, Mr. Brent Jones, West Insurance Agency; Mr. Richard Lee, Executive Director; Amanda Civitello; Ms. Pat Mallory, Friends of WPL Representative; Ms. Betsy Jung, Controller and Diana Alvey, Recording Secretary. Mr. Doug Stiles, WPL Legal Counsel arrived at 6:42 pm. Ms. Jackie Herrera-Giron arrived at 7:54 pm.

Ms. Tia Incapreo and Mr. Marcus Henthorn gave presentation about LIRA (Libraries of Illinois Risk Agency) and explanation of the advantages of joining LIRA given and discussion followed.

Agenda

Motion to approve agenda for WPL Board of Trustees April 20 2016 meeting was made by Dr. Harris, seconded by Mr. Stein and approved by the Trustees.

Minutes

Motion to approve minutes of WPL Board of Trustees March 16, 2016 meeting made by Dr. Wilson, seconded by Ms. Stickels with Dr. Harris abstaining. Motion approved by the Trustees.

Friends of the WPL Report

Friends held a successful book sale on April 18 and 19th and made \$666. They will be holding their annual meeting on Sunday, Apr 17, 2016 and will be having a speaker come in to talk about the Titanic and the Waukegan connection.

Foundation Report

There will be a gala in December and everyone is invited. Contact people to ask them to support the library.

Public Comments

No public comments.

Controller's Report

Ms. Jung presented March 2016 Summary of Actual v Budgeted results. Ms. Jung presented March 2016 summary of disbursements. Discussion followed. Motion to approve March 2016 Summary of Disbursements as presented made by Dr. Harris, seconded by Mr. Stein and approved by Trustees.

WPL FY17 Budget passed by the city of Waukegan on Monday, April 16, 2016.

Request by Trustees for Controller to provide detail for legal fees.

Director's Report

Upcoming events: Lunch with the mayor, and Champagne reception for superintendent, all trustees are invited. Mr. Ruiz to advise of availability by 4/21/16.

Director attended ALA conference in CO; Anderson Cooper spoke about his new book. Saplings were given away by the OTG group (Off the Grid) of WPL, oak saplings for the greening of Lake County.

April 10-16 was National Library week, WPL hosted Volunteer Appreciation week, and highlighted Nadiia from

Ukraine who began as a student of ESL and is now tutoring teaching math to GED classes. Director sent letters to chair of board of CLC in support of challenges with state and not getting money – we are here for you and your students also received a letter from Secretary of State on March 28 with notice of per capita grant approval.

President's Report

A date is set for the Open House on Saturday, May 14. The purpose of the event is to get feedback from the community about the library and for the community to meet the trustees. It will include a staff presentation and will go from 2:00 pm-3:30 pm in the Lewis Fresh Market classroom. Staff and board will then have a follow up meeting. It will be publicized in Facebook and through the website.

Discussion and Action Agenda

Property/Casualty/General Liability Insurance Renewal

1. Presentation on Hartford Insurance made by Mr. Brent Jones.
Discussion and question and answer period followed.

Motion to approve Property & Casualty/Workers Compensation insurance renewal and to pay \$3000 as retainer to Mr. Jones, made by Dr. Wilson, seconded by Mr. Stein with Ms. Herrera Giron abstaining. Motion approved by the trustees.

2. Presentation with handouts of amended copier lease proposals made by Director Lee. Amendments included adjust color copy amounts and lease term adjustment to 36 months
Discussion followed.

Motion to select Illinois Paper as approved copier vendor with amended lease proposal made by Mr. Stein, seconded by Mr. Ruiz. Motion approved by the trustees. Trustees ask Mr. Lee to speak with Illinois Paper about having copier overages for remaining term of lease waived.

3. Executive Director Evaluation
Motion to evoke executive session 5 ILCS 120/2(2)1
Motion to end closed session 5 ILCS 120/2(2)1

Trustee Comment

Dr. Harris thanks everyone for flowers, text messages, and prayers and for reaching out to her. Dr. Harris was visiting the Hickston branch and received an excellent level of service. The gentlemen there was great, paid for the cost of my copies. It was a very positive experience.

Mr. Rivera thanks Amanda for the great job on the website. It looks great.

Dr. Wilson thanks Mr. Lee for invitation to the Champagne reception but she is already attending.

Mr. Ruiz thanks the staff at WPL for the great job they do in hosting the Latino Coalition group in the Lewis Fresh Market classroom.

Motion to adjourn made at 9:06 pm by Mr. Rivera, seconded by Dr. Wilson. Motion approved by trustees.