

**Waukegan Public Library Development Committee Meeting
MINUTES**

Tuesday, November 19, 2013
4:00 p.m. Board Room
128 N. County Street
Waukegan, IL 60085

Call to Order

Chair called meeting to order at 4:10 pm.

Roll Call to Constitute a Quorum

Committee members present were Dr. Verna Wilson and Ms. Jackie Herrera Giron. Also present were Mr. Richard Lee, Executive Director, Ms. Elizabeth Stearns, Assistant Director of Community Services, and Ms. Linda Gfesser, Recording Secretary. Committee member Mr. Bill Anderson was not in attendance (without notice).

Agenda

Motion to approve the agenda of the WPL Development Committee November 19, 2013, meeting was made by Ms. Herrera Giron, seconded by Dr. Wilson, and passed by the Committee.

Discussion and Action Agenda

Literacy Gala - April 26

- Mr. Bob Barnett agreed to speak at Gala; he is willing to buy tickets for his friends.
- Committee agreed that Mr. Barnett's tickets are to be sold at the agreed rate without any discount. Ms. Stearns to ask Mr. Barnett how long he wants to speak.
- Board to be notified of April 26, 2014 date for Gala. Event time to start around 5:30 pm with cocktails and dining to begin around 7:00 pm. Decision to be made to offer either 1) no open bar at all or 2) provide 2 drink tickets (wine, beer, and rail drinks) with ticket price. Drink tickets raise price of venue \$1,500 to \$2,000. Event to include several larger silent auction items. Appetizers included in menu price. Menu discussed. Ms. Stearns to contact venue to ask about gratuity. Event goal would be 200 people at \$100 a ticket.
- Goal for staff is to raise between \$7,000 and \$10,000 on event; including money raised from silent auction items.

Board Member participation in planning the Literacy Gala

- The Board could help by providing list of organizations and individuals to put on invite list; include contact information and email, by December 6 to Ms. Kim Vander Yacht.
- Dr. Wilson will ask Mr. Bill Devore to be on Foundation Board.
- Hold board members accountable to sell at least 2 tickets, in addition to their own.
- No dancing at event but possible piano player early and later in evening.
- Briefly discussed how evening will proceed; Mr. Lee introducing new brand, literacy path, seek foundation board members, reveal plans for main floor.
- Chair mentioned that Ms. Spaur offered to help with party planning. Ms. Vander Yacht to be involved in event planning. Discuss takeaway gift; something with new brand.
- Possible silent auction items to include: Ray Bradbury items, sports paraphernalia and/or tickets, Dr. Wilson to see if she can get four sports tickets from school, vacation offer, Roberto Garza stuff, autographed books, etc.

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

Training new Trustees in Fund-raising 101

- Work on speech on how to ask for money eloquently, training on this once or twice before Gala event, Ms. Stearns to ask Peggy Reitz to lead training.

Technology billboards showcasing the library's accomplishments

- Inquired on library having a running billboard to showcase events. Event promo to be put on display on main level monitor. Ms. Morrow to develop promotion plan for event. Promote to Mr. Barnett's graduating class. Dr. Wilson to research and provide library staff with class list.

Developing Community partnerships

- Literacy Gala
Send out holiday card.
- South Side Branch – Proposal
How to address repression over summer, summer slide program. Hosted summer school at Lyon Elementary last year. Staff is working on that.
- United Way Literacy Campaign
In connection with summer school project.
- WPS 60 Common Core Implementation
There will be grade level books coming. Staff asked for a list of grade books so they can be incorporated into our programs. Common Core will be in combination with lexile levels.

Public Comments

No public in attendance.

Future Agenda Topics

- Next Development meeting scheduled for December 12; 4PM. Planning library staff to be invited to meeting; Ms. Morrow, Ms. Vander Yacht, etc.
- Hold a date notice to be sent out by mid January for event.
- Mr. Bill Devore will be 1st choice to be asked to be master of ceremony. Other options include: Univision news reporter, Julian Cruz of Channel 9 news, Silvia Zaldivar-Sykes of the Lake County Community Foundation.
- Mr. Lee to send Mr. Bob Barnett a thank you note for his offer to speak at Gala.

Adjourn

Committee meeting adjourned at 4:45 pm.