

**Waukegan Public Library Board of Trustees Meeting**

**MINUTES**

Wednesday, September 20, 2017

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

**Call to Order**

The meeting was called to order by library Executive Director, Richard Lee at 6:30pm because no officers were present.

**Roll Call to Constitute a Quorum**

Trustees present were:, Ms. Marge Ferruzzi, Ms. Claudia Freeman, Ms. Rachelle Mendez, Mr. Erick Rivera, Ms. Jean Smith, Ms. Mary Stickels and David Villalobos. Quorum established.

Trustees absent were: Ms. Sylvia England and Ms. Jennifer Salazar

Also present were: Mr. Richard Lee, Exeutive Director; Ms. Betsy Jung, Controller; Hs. Heidi Smith, Assistant Director; Ms. Amanda Civitello, Marketing and Communications Manager; Ms. Kim Vander Yacht, Recording Secretary; and Mr. Josh Anderson, Adult Literacy Coordinator

Ms. Lee reported that Mr. Jesus Ruiz and Mr. John Stein were not reappointed by the Mayor for another term on the WPL Board of Trustees. Mr. Lee thanked Mr. Ruiz and Mr. Stein for their service and dedication and for being such positive forces as members of the board.

**Agenda**

Mr. Lee requested that the agenda be revised to move the election of officers up to the first item on the agenda. A motion to approve the agenda for the WPL Board of Trustees September 20, 2017 meeting as amended was made by Ms. Freeman and seconded by Ms. Stickels. All in favor; motion carried.\*

**Election of Officers**

Ms. Ferruzzi was nominated to serve as Treasurer and accepted.

Ms. Freeman was nominated to serve as Vice President and accepted.

Ms. Mendez and Ms. Stickels were nominated to serve as President. A vote was taken by written ballot and Ms. Stickels was elected President by a vote of 4-2.

A motion was made by Ms. Freeman and seconded by Mr. Rivera to approve Ms. Stickels as President, Ms. Freeman as Vice President and Ms. Ferruzzi as Treasurer. All in favor; motion carried.\* From this point on, Ms. Stickels assumed leadership of the meeting and relieved Mr. Lee.

**Minutes**

A motion to approve the minutes of WPL Board of Trustees July 19, 2017 meeting was made by Ms. Freeman and seconded by Ms. Mendez. All in favor; motion carried.\*

**Friends of the Waukegan Public Library Report**

Ms. Civitello provided a brief summary of the recent work of the Friends. A book sale will be held the first weekend in November in the Lewis Fresh classroom. She also relayed that memberships are

available for a yearly fee of \$5.00. Ms. Stickels suggested that all board members consider a membership in the Friends. Ms. Kathy Clay, President of the Friends, has been ill. She had been in the hospital, but is now recovering at home.

#### **Foundation Board Report**

Mr. Lee reported that the Foundation last met on September 13<sup>th</sup> and continues to meet every other month. A spring fundraiser is being planned.

#### **Controller's Report**

Ms. Jung reviewed the Summary of Disbursements for both July 2017 and August 2017 and responded to questions. She explained to new Trustees how to interpret these reports. Ms. Jung reported that the audit is almost complete and that the auditors will hopefully attend the November Board meeting to present their final report.

Roll call vote was taken to approve the July 2017 Summary of Actual vs Budgeted results, and the July 2017 Summary of Disbursements. All in favor; motion carried.\*

Roll call vote was taken to approve the August 2017 Summary of Actual vs Budgeted results, and the August 2017 Summary of Disbursements. All in favor; motion carried.\*

#### **Public Comments**

None.

#### **Director's Report**

Mr. Lee reported that the summer reading program, *Blast Off into Summer Reading*, ended in August. Hundreds of children participated by reading thousands of books over the summer.

The dedication and ribbon-cutting for the Elizabeth Whitlow Computer Classroom was held on August 9, 2017. The library received a \$25,000.00 gift (from the estate of Elizabeth Whitlow) from her niece, Ms. Linda Skaggs, which paid for the cost of the renovation. It was great to have Ms. Skaggs in attendance and to share a few words about her aunt and her life. Also in attendance were several students who have benefited from the digital literacy classes and their tutors.

At the ILA conference in October, the library will be receiving the DEMCO Library Innovative Award. This award recognizes a "library, library consortium, or library system's achievement in planning and implementing an innovative or creative program or service, which has had measurable impact on its users." Our Functional Health Literacy Program is being honored. Manny Hernandez is the coordinator for this program and he, Gale Graves, Education & Literacy Manager, and Richard will attend a luncheon where this award and a \$1000 check will be presented.

Mr. Lee reported that there had been one termination in the circulation department.

The IT department is testing a new software program called Browsealoud. This innovative support software helps to reduce the barriers between website content and your audiences by adding speech, reading and translation capabilities. This support will allow us to reach a much wider audience, such as those with dyslexia, low literacy, mild visual impairments or where English is a second language.

Ms. Civitello reported that the Ray Bradbury Storytelling Festival is mission-aligned this year. This year there will only be two school shows; there will be no adult show in the evening. There will be a performance for middle school students in the morning and one for elementary school students in the

afternoon. These performances will be a free of charge for all Waukegan Public Schools. The morning show is currently at capacity (2400) and the afternoon show numbers are increasing by the day. In addition to the performances at the Genesee, storytellers will be visiting some of the local schools.

### **President's Report**

None

### **Discussion and Action Agenda**

1. Mr. Lee stated that due to scheduling conflicts Staff Day needs to be moved from November to December. A question was raised by staff as to what will happen if it is a very cold day and patrons need to be come into the library to get warm. As one of Waukegan's warming centers, having the library closed for Staff Day might pose a problem. Mr. Lee stated that in the past, they have posted information on the front door of the library directing patrons to other warming centers in the area.

A motion was made by Ms. Freeman and seconded by Ms. Ferruzzi to approve Staff Day on December 1, 2017. All in favor; motion carried.\*

2. Information regarding the FY19 tax levy was distributed. Mr. Lee stated that the City is looking for our request tomorrow, September 21, 2017. Heidi provided some background on the levy in years past. Once the City announces our levy amount, staff will start working on the budget; the budget will be brought before the board for approval in February 2018.

Mr. Lee said that library met with Mayor Cunningham, Tina Smigielski, Waukegan Finance Director, and City Counsel, Bob Long. Last year, WPL asked for \$300,000 (7% increase), and received \$150,000. Staff has worked hard to maintain impactful services. Last year, real estate taxes increased by \$35,000 and state funding that WPL has relied on so heavily in the past, dried up. The Library had to reduce library hours and services, take the bookmobile out of service, and reduce the hours of operation at the Hinkston Park branch.

Mr. Lee stated that the City is looking at a \$2.5M – \$5M deficit in the next fiscal year. Library administration is recommending a \$150,000.00 increase to tax levy, which is about a 3.8% increase, amounting to about \$1.50 per person per household. The Library has a \$1M in reserve and expects to maintain that balance. However, it is unlikely that this will be possible.

A motion was made by Ms. Mendez and seconded by Ms. Freeman to adopt an FY19 tax levy increase of 3.8%. All in favor; motion carried.\*

3. Mr. Lee stated that Mr. John Keister, who is directing the search for the next Executive Director of WPL, would like to meet with the Board to get their thoughts on what they would like to see in the next Executive Director. There was a discussion on possible dates to convene a special board meeting with Mr. Keister, and Tuesday, October 3, 2017 was the date agreed upon by the Board.

1. Ms. Deb Jordan discussed the current policy on vacation carryover. The issue is that the current policy of annually rolling over vacation hours into sick time is causing a monetary liability to WPL, resulting in a large payout of vacation time when an employee leaves WPL. She distributed a handout that presented various options for vacation paid time off rollover and discussed each option. After some discussion, it was agreed that further conversation and a decision would be tabled until the next board meeting.

A motion was made by Ms. Ferruzzi and seconded by Mr. Rivera to table the decision on vacation paid time off rollover until the next board meeting. All in favor; motion carried.\*

**Trustee comments**

None

**Adjourn**

A motion to adjourn the meeting was made by Ms. Mendez and seconded by Ms. Smith. All in favor; motion carried.\* Meeting adjourned at 8:28pm.

*\*David Villalobos abstained per direction of Mayor Cunningham and City Counsel.*

For questions or comments, please email the Board at [wplboard@waukeganpl.info](mailto:wplboard@waukeganpl.info) or visit the Board's website at [www.waukeganpl.org/board-of-trustees](http://www.waukeganpl.org/board-of-trustees). For assistance in accessing the meeting, contact 847-775-2551.