

**Waukegan Public Library Board of Trustees  
Special Onboarding Meeting  
AGENDA**

Wednesday, September 20, 2017

5:30 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 5:35pm. He introduced the three new Trustees who were just appointed to the board by Mayor Cunningham: Ms. Marge Ferruzzi, Ms. Rachelle Mendez and Ms. Jean Smith. Everyone introduced themselves and provided a little background on themselves.

**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, Executive Director; Ms. Betsy Jung, Controller; Ms. Heidi Smith, Assistant Director; Ms. Deb Jordan, HR Manager; Ms. Amanda Civitello, Marketing and Communications Manager; Ms. Kim Vander Yacht, Recording Secretary

**Agenda**

Motion to approve Agenda for Waukegan Public Library (WPL) Board of Trustees September 20, 2017 special onboarding meeting was made by Ms. Ferruzzi and seconded by Mr. Rivera. All in favor; motion carried.\*

**Discussion**

1. Mr. Lee provided an overview of the governance of WPL, citing the Local Library Act and discussing the difference between a municipal library (WPL falls under this category) and a district library.
2. New Trustees were provided information regarding how WPL is funded. Mr. Lee stated that the city property tax provides 88% of the revenue in our budget and that Friends of the Waukegan Public Library provide additional funds allowing us to offer the summer concerts, and the Octoberfest and Valentine's Day concerts, in addition to providing funds to support the Ray Bradbury Storytelling Festival. Mr. Lee also briefly discussed the budget process, stating that 67% of our budget is salary-related and that the budget for the next FY year is approved by the Board at their February meeting.
3. Deb Jordan gave an overview of the Executive Director search to date. John Kiester has been hired to conduct the search and Ms. Jordan stated that several interested candidates have already applied for the position. Mr. Keister, as part of his search process, is interested in obtaining from the Board their thoughts and expectations concerning the new Executive Director. He would like to meet with the Board early in October. A date will hopefully be determined at the regular board meeting following this one.
4. Ms. Smith provided an overview of the mechanics of board meetings, the Open Meetings Act (OMA) and Roberts Rules of Order. The Board bylaws specify that the Board follow Roberts Rules of Order in the conduct of their meetings. Mr. Lee also mentioned that all meetings are recorded (both audio and video).

5. An overview of the specific responsibilities of the Executive Director and the Board of Trustees in the areas of governance and policy-making, legal, human resources, planning and financial was provided by Mr. Lee.

**Adjourn**

A motion to adjourn the meeting was made by Ms. Freeman and seconded by Ms. Smith. All in favor; motion carried.\* Meeting adjourned at 6:20pm.

*\*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.