

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

Wednesday, April 19, 2017  
6:30pm Board Room  
128 N. County Street  
Waukegan, IL 60085

**Call to Order**

President called meeting to order at 6:36pm.

**Roll Call to Constitute a Quorum**

Trustees present were: Mr. David Villalobos, Mr. Erick Rivera, Ms. Jennifer Salazar, Mr. Jesus Ruiz and Ms. Mary Stickels. Quorum established.

Absent with notice: Ms. Claudia Freeman, Mr. John Stein and Ms. Sylvia England

Also present were: Mr. Richard Lee, Executive Director; Ms. Betsy Jung, Controller; Ms. Jennifer Harris, HR Manager; Ms. Amanda Civitello, Manager of Marketing & Communications; Ms. Kathy Clay, President of The Friends of the Waukegan Public Library; and Kim Vander Yacht, Recording Secretary.

**Agenda**

Motion to Approve Agenda for WPL Board of Trustees April 19, 2017 Meeting was made by Mr. Villalobos and seconded by Mr. Rivera. All in favor; motion carried.

**Minutes**

Motion to Approve Minutes of WPL Board of Trustees March 15, 2017 Meeting was made by Ms. Salazar and seconded by Mr. Rivera. Mr. Villalobos and Ms. Stickels abstained. All others in favor; motion carried.

**Friends of the Waukegan Public Library Report**

Ms. Clay reported that their semi-annual book sale on March 17<sup>th</sup> and 18<sup>th</sup> was a great success. 700 books and 104 cookies were sold. The Friends annual meeting is Sunday, April 23<sup>rd</sup> at 1:30pm in the Bradbury Room and all Trustees are invited to attend.

**Foundation Board Report**

Mr. Lee reported that the March meeting was cancelled due to lack of a quorum. The next meeting will be on May 10<sup>th</sup>. The Foundation needs a new Board of Trustees liaison, as David Villalobos and Jennifer Salazar are no longer able to fulfill this position. An email will be sent out to Trustees to ascertain if any are interested in the liaison position.

**Finance Committee**

Mr. Villalobos reported that the April 19<sup>th</sup> meeting was cancelled due to lack of a quorum.

**Controller's Report**

Ms. Jung presented March 2017 Summary of Actual vs Budgeted results. Ms. Jung presented March 2017 Summary of Disbursements. Brief discussion followed. Ms. Jung stated that the City has contracted with a new auditor, Sikich, which means that the library will now be audited by this firm, as well.

Roll call vote was taken to Approve March 2017 Summary of Actual vs Budgeted results and Summary of Disbursements. All in favor; motion carried.

### **Public Comments**

No public in attendance.

### **Director's Report**

- Still awaiting word from City regarding our request for additional funding.
- Met with committee advocating for development of the city's south side. Development Concepts would like the library to serve as the anchor for this development. Mr. Lee noted it would be great to have a presence there and to be able to expand our services to the community. He also noted, however, that as the retiring director, it is not a decision he should make. Mr. Lee has requested that a special meeting of the Board and Mike Higbee of Development Concepts be convened on May 2, 2017 to discuss the possibility of building a 6000 square foot library facility.
- This week is Earth Week, and the library is participating in a number of ways. An electronics recycling and shredding event is being offered to the public by the library on May 6<sup>th</sup>, 1:00pm-4:00pm in the parking lot at the rear of the library.
- Ruth Gregory, a former head librarian of our library (1935-1976) has been honored as a Library Luminary by ILA.
- A donor and volunteer recognition event is being held on May 12<sup>th</sup> at the library, 6:30pm-8:30pm, to acknowledging both the financial gifts of our donors and the gift of time of our volunteers. The donor recognition wall will hopefully be installed by this time and unveiled at the event.
- The social worker from Lake County Youth and Family Services who comes to our library on Mondays and Tuesdays, will be providing basic training to some of our staff on dementia and mental illness in order that they might be able to identify patrons who might be in need of available services.
- Ms. Harris announced that Open Enrollment will be held next week on April 26<sup>th</sup>.

### **President's Report**

- Mr. Ruiz asked when the findings of the employee survey conducted in February/March would be available. Ms. Harris stated that she and the staff committee have entered everything into google docs and that she is hopeful the results will be available by the staff clean-up day on May 5<sup>th</sup>. Mr. Ruiz stated that he believes there is great value in knowing how employees feel.

### **Discussion and Action Agenda**

- Ms. Harris summarized the 3 main options under consideration for conducting a search for a new Executive Director. The options are: 1) A fully outsourced national search - It may cost \$20K-\$25K, and is the most expensive of the three options, but will be the most comprehensive in scope; 2) Partial national search – Some national search firms offer a la carte services. The Board will decide which of these services they would like the firm to manage and what services would be handled in house; and 3) internally managed search - Search would be Board implemented with assistance by HR as necessary. Please keep in mind that Illinois Compiled Statutes requires that only the Library Board can make the decision to appoint a qualified library director.

Mr. Ruiz asked how employees would weigh in on the options. He asked Ms. Vander Yacht to read a letter submitted to him by an anonymous WPL employee who expressed the opinion that a completely outsourced search is the way to go.

After much discussion, it was agreed to pursue option #2. The Governance Committee will form the basis of the search committee, and will welcome other board members and WPL staff members to join. Details will be forthcoming. Their first order of business will be to create a job description for the Executive Director.

#### Trustee Comments

Mr. Villalobos invited Board members to help pick up trash at Waukegan Harbor on Saturday, April 22, 2017, 8:00am-12:00pm, as part of the city's Earth Day events.

Mary Stickels left the meeting at 7:41pm.

#### Adjourn

A motion was made by Mr. Villalobos and seconded by Ms. Salazar to adjourn the meeting. All in favor; motion carried. Meeting adjourned at 7:42pm.

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.