

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

### **Minutes**

Wednesday, March 16, 2016

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

#### **Call to Order**

Meeting was called to order at 6:30 pm.

#### **Roll Call to Constitute a Quorum**

Trustees in attendance included Ms. Jackie Herrera Giron, Mr. Jesus Ruiz, Ms. Claudia Freeman, Mr. Erick Rivera, Mr. John Stein, Ms. Mary Stickels, Dr. Verna Wilson, Mr. Pete Zaragoza, and absent with notice was Dr. Charmaine Harris.

Also in attendance were Mr. Richard Lee, Executive Director, Ms. Heidi Smith, Assistant Director, Ms. Marge Ferruzzi and Ms. Pat Mallory, Friends of WPL Representative, and Diana Alvey, Recording Secretary. Absent with notice, Ms. Betsy Jung, Controller. Mr. Doug Stiles, WPL Legal Counsel arrived at 6:37 pm.

#### **Agenda**

Motion to Approve Agenda for WPL Board of Trustees March 16, 2016 meeting was made by Dr. Wilson, seconded by Mr. Zaragoza, and approved by the Trustees.

#### **Minutes**

Motion to Approve Minutes of WPL Board of Trustees February 17, 2016 meeting made by Mr. Ruiz, seconded by Ms. Freeman, approved by the Trustees.

Motion to Approve Minutes of WPL Board of Trustees March 9, 2016 meeting made by Mr. Ruiz, seconded by Mr. Rivera, with Mr. Stein and Dr. Wilson abstaining. Motion approved by the Trustees.

#### **Friends of the WPL Report**

Friends report doing well with book sales in new location in the library. Friends have published a hand out of donation guidelines to limit receipt of bad materials being donated. Friends are planning a book sale on April 15<sup>th</sup> and 16<sup>th</sup>. The Friends will have \$6000 for the summer concert series and has already paid \$3000 of that to WPL. The Friends of WPL will be having their annual meeting on April 24 with Mr. Ty Rohrer as guest speaker. There will be an election of new board members at the annual meeting, with two board members stepping down due to term limits.

#### **Public Comments**

No public comments.

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

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

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

There is a fundraising effort going on at Buffalo Wild Wings where 10% of the bill for participating customers will go to WPL. Mention "Team B" when ordering/paying and 10% of the bill will be donated to WPL.

Responses to questions asked by Trustees at the February 2016 meeting

1. Video recordings are available for viewing, just give us notice and we will set it up for you to view. The viewing software is proprietary so it will need to be viewed at WPL only. Video recordings are maintained month to month. Director will check video recording retention rules to determine standards.
2. Board packets are not on the new website but will be soon.
3. WPL uses Rosalind Franklin as a resource quite a bit, especially for Functional Health Literacy class.
4. Chris Blanks of BAMB attended a meeting last month at WPL along with Dr. Harris and Dr. Wilson. We

will meet monthly to gather ideas on what we can do for planning additional programs for African Americans.

5. The boiler issue has been resolved, they did it all and they (North Shore Gas) paid for it and we are back to normal.
6. HR Report shows all of the initiatives that were started by the department at the start of the consultant's time here.
7. Presented a cost analysis showing difference between a part time HR Consultant and a full time, with benefits, staff member.
8. The proposed change for benefits in FY17 is a 3.8 percent increase for HMO plan, no increase for dental and vision.

### **President's Report**

I want to emphasize how the work of the volunteers and their willingness to share their story and to brag about the work here resulted in the Helen Morrow Foundation coming to the library with the gift of \$100,000. There is a new chairperson for the Finance Committee. I have appointed Dr. Harris as the chair and Mr. Ruiz is part of the committee. You are always free to join. The retreat committee has been dissolved for the time being. Mr. Stiles, WPL counsel, will be present as he is available.

### **Discussion and Action Agenda**

Three copier companies each gave a presentation (see Exhibits A,B & C) for copier lease proposals as current lease expires in May 2016

1. COTG – Mike Rizzuto, Yosef Kleinman presenting
2. Impact – Christine Turchi, Angela Plate, Alex Zaban presenting
3. Illinois Paper and Copier Co – Robert Wichman presenting

Question and answer session followed. Based on discussion all three copier companies will return with adjusted proposals showing:

1. An increase in color copies from current numbers of 15k-18k to an adjusted amount of 25k-35k color copies.
2. Proposals for lease terms of 36 months.

Motion to postpone selection of copier vendor made by Mr. Stein, seconded by Dr. Wilson and passed by Trustees.

Motion to approve Draft WPL FY17 Budget made by Mr. Stein, seconded by Ms. Stickles with Dr. Wilson abstaining and motion passed by Trustees.

### **Trustee Comment**

Dr. Wilson – Spring Break begins the first week of April. Please prepare to get an influx of students at the library. Students are off Friday, March 25 then they return for a week and then begin their spring break on April 2<sup>nd</sup>. Thank you for inviting us to Gideon's church to meet the superintendent.

Mr. Ruiz – I had the opportunity to attend a meeting the second week of last month and so many people at the meeting. I want to commend the library personnel for their help with the 60 to 70 people who attended the Meet the Superintendent event.

Ms. Herrera Giron – Good work of the staff, then a volunteer told the story about the library and then the foundation rewarded the library with a gift of \$100,000.

Ms. Stickles – I received help looking for a dvd, and at checkout he cleaned it and thanked her for coming to the library. Luis, the WPL employee, was very concerned, and so nice.

### **Adjourn**

Meeting adjourned at 6:57 pm.