

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

Wednesday, July 19, 2017
6:30 p.m. Board Room
128 N. County Street
Waukegan, IL 60085

Call to Order

President Jesus Ruiz called the meeting to order at 6:30pm.

Roll Call to Constitute a Quorum

Trustees present were: Ms. Claudia Freeman, Mr. Erick Rivera, Mr. Jesus Ruiz, Mr. John Stein, Ms. Mary Stickels and Ms. Sylvia England. Quorum established.

Trustees absent were: Jennifer Salazar and David Villalobos

Also present: Mr. Richard Lee, Executive Director; Ms. Heidi Smith, Assistant Director; Ms. Betsy Jung, Controller; Ms. Amanda Civitello, Manager of Marketing & Communication; Ms. Debra Jordan, HR Manager; Mr. Josh Anderson, Adult Literacy Coordinator; and Ms. Kim Vander Yacht, Recording Secretary.

Agenda

Motion to approve Agenda for Waukegan Public Library (WPL) Board of Trustees July 19, 2017 meeting was made by Mr. Stein and seconded by Ms. Stickels. All in favor; motion carried.

Minutes

Motion to approve Minutes of WPL Board of Trustees June 21, 2017 meeting was made by Ms. England and seconded by Ms. Freeman. All in favor; motion carried.

Introduction of New HR Manager

Mr. Lee introduced Ms. Debra Jordan, WPL's new Human Resources Manager. She has hit the ground running and has been talking to members of the staff to get to know them and their jobs. Ms. Jordan has been in the HR field for about 30 years, and has worked at Ft. Sheridan, the FAA, and before coming here, for a private transportation company.

Friends of the Waukegan Public Library Report

Ms. Kathy Clay reported that the Friends currently have \$5,794.00 in the bank. They intend to pay the balance due for the summer concerts and will also donate money to the Ray Bradbury Storytelling Festival. Ms. Civitello and Ms. Diana Wence (Reference Clerk), learning of the damage done to Round Lake schools by the recent flood, suggested that some of the donated children's books be donated to the Round Lake school district. It was also mentioned that a school in Waukegan is in need of books as well. Some books will go to the health department, and the suggestion was made to donate fiction books to nursing homes. Ms. Clay reported that their membership is 115 members, with 6 new people joining recently.

Foundation Board Report

Mr. Lee reported that the Foundation Board will meet on July 26, 2017.

Controller's Report

Ms. Jung presented the June 2017 Summary of Actual vs Budgeted results, and the June 2017 Summary of Disbursements. A brief discussion followed. She reported that we are now 2 months into the new fiscal year, and 17% of the budget has been used thus far. There is currently 3 million dollars in the bank. The Auditors will be here in August to begin the WPL audit.

The records retention representative was here recently and was pleased with the report we provided. As soon as we receive the formal letter, we will be able to shred many boxes of documents that have been identified for disposal.

Libraries of Illinois Risk Agency (LIRA) was here and walked around to take a look at the library. Their report will be available in a month or two, and we will have a year to implement any recommendations they make. Our annual insurance application is due to LIRA on July 24, 2017.

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

Public Comments

None.

Director's Report

1. Mr. Lee explained that the Illinois Public Library Annual Report (IPLAR) report (that had been distributed to each board member) was a snapshot of the last 12 months at WPL, and that there was nothing of note to draw attention to.
2. The City Clerk stated that the reappointment of our trustees will be on the agenda for the August 7th City Council meeting.
3. Work on the Elizabeth Whitlow Computer Classroom is ahead of schedule. The ribbon cutting will be on August 9th at 11:00am.
4. August 12th will be the last day of our summer reading program. Each child who signs up will receive a mission log to complete at their own speed. On this same date, the *Name the Lizard* contest will end. Children are voting for one of four names.
5. The second phase of the WiFi installation is underway for staff and patron access points (lower level, administration and the branch). This installation will make the system more robust, easier to connect and provide increased range. Completion date is mid to late July.
6. Alderman Valko told Mr. Lee that the vote on the \$150,000 designated for the library was tabled and will be discussed at the City Council meeting on August 7th. Alderman Taylor would like to wait and learn what impact the state's budget has on local municipalities.
7. The bookmobile is currently at Delf's Jeep for repairs. It has been sold to the Rotary Club of Kalamazoo for our \$10,000.00 asking price. They are also paying \$1,000.00 to have the bookmobile repaired.
8. Ms. Smith explained the recent FOIA request we received regarding the presentation made by Katie McLain, Reference Assistant and Amanda Civitello, Marketing & Communications Manager, at the recent ALA conference. Ms. Civitello provided a brief summary of their presentation which pertained to sexual harassment in the workplace. She mentioned that they received good feedback from attendees. Ms. Smith explained that a special interest group sent a FOIA request for all the information that went into developing the presentation, and the library has complied with the request and sent it to the requesting party. Ms. Smith and Ms. Civitello will forward links to the news articles and blog posts to date related to the presentation to Board members.

9. Ryan Livergood, the Executive Director of Warren Newport Public Library, met with Ms. Smith to discuss issuing library cards to children who go to school in the Gurnee school district but whose home library is WPL. They will work together to propose a partnership to enable both organizations to issue each other's library cards. Staff will research other libraries that have implemented.
10. WPL is the recipient of the 2017 Illinois Library Association's Demco Library Innovative Award for our Functional Health Literacy Program (FHLP). This award recognizes a library's achievement in planning and implementing an innovative or creative program or service, which has had a measurable impact on its users. Our Health Literacy Coordinator, Mr. Manny Hernandez, oversees our FHLP and the many Community Health Workers who make it happen. The award (\$1,000.00) will be presented on Tuesday, October 10th in Tinley Park.
11. Mr. John Keister, of John Keister & Associates, will be here tomorrow (July 20th) for individual and group meetings regarding what employees are looking for in their new Executive Director. He has already talked to a number of staff via telephone. As there are a few employees who will not be here to meet with Mr. Keister tomorrow, Mr. Lee will talk to him about scheduling a second day to come to the library.
12. Effective July 24th, there will be a transition/reassignment of responsibilities between Mr. Lee and Ms. Smith. Mr. Lee has significant work yet to complete to effectively transition 15 years of information to the new director, including getting files in order and finishing up projects that are currently underway. He will be off-loading some of the day-to-day operational responsibilities to Ms. Smith. Ms. Jordan (HR) and Ms. Civitello (Marketing & Communications) will now report directly to Ms. Smith instead of Mr. Lee. Ms. Smith will also take the lead in developing the FY19 budget. This news will be reported to the other managers tomorrow and then will be sent via email to staff.
13. Thankfully, WPL sustained no water damage during the recent storms.

President's Report

Mr. Ruiz reported that he had just returned from Nashville where he was fortunate to hear Dr. Donna Ford, professor of special education at Vanderbilt, speak. She talked about the lack of library services in underserved communities that are poverty-bound and showed photos of libraries with empty shelves. Mr. Ruiz stated that it was a moment of pride when he thought of our library and how we continue to address the needs of our community, despite the challenges we experience in Waukegan.

Discussion and Action Agenda

There was a brief discussion about the carryover of vacation hours, the election of officers and committee assignments. A motion to postpone the discussion regarding the carryover of vacation hours, the election of officers, and committee assignments until the August board meeting was made by Mr. Stein and seconded by Ms. Stickels. All in favor; motion carried. Mr. Ruiz encouraged members to submit names for officer nominations.

Trustee Comments

Ms. England mentioned that she had received a questionnaire from our new accounting firm, Sikich LLP.

Ms. Freeman said she had had a conversation with Beth Keister about getting on the Waukegan Park District website. Ms. Freeman was able to guide her to it.

Mr. Stein said he had just heard that the CDC had announced that diabetes is one of the top killers of Americans. There are currently 100-110 million who are diabetic or pre-diabetic. This raises concern about how this disease will affect health care costs by 2020.

Adjourn

A motion to adjourn the meeting was made by Ms. Freeman and seconded by Mr. Stein. All in favor; motion carried. Meeting adjourned at 7:19pm.

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