

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

Wednesday, January 13, 2016  
6:30 p.m. Board Room  
128 N. County Street  
Waukegan, IL 60085

**Call to Order**

Meeting was called to order at 6:32 pm.

**Roll Call to Constitute a Quorum**

Trustees in attendance included Ms. Jackie Herrera Giron, Mr. John Stein, Mr. Jesus Ruiz, Ms. Mary Stickels, Mr. Erick Rivera, Ms. Claudia Freeman, Drs. Verna Wilson and Charmaine Harris arrived at 6:42 pm, absent with notice Mr. Pete Zaragoza. Quorum present.

Also in attendance were Ms. Heidi Smith, Assistant Director, Ms. Betsy Jung, Controller, Ms. Jennifer Harris, Human Resources Consultant, and Diana Alvey, Recording Secretary. Absent with notice, Richard Lee, Executive Director.

**Agenda**

Motion to Approve Agenda for WPL Board of Trustees January 13, 2016 Meeting made by Mr. Ruiz, seconded by Ms. Freeman, and approved by the trustees.

**Minutes**

Motion to Approve Minutes of WPL Board of Trustees November 18, 2015 Meeting, as amended made by Ms. Freeman, seconded by Ms. Stickels and passed by the trustees.

Motion to approve minutes of WPL Board of Trustees December 14, 2015 Special Meeting made by Mr. Stein, seconded by Ms. Stickels, Ms. Herrera Giron abstains, passed by the trustees.

Motion to invoke closed executive session 5ILCS 120/(c)(1) made by Mr. Ruiz, seconded by Dr. Wilson, passed by the trustees.

Motion to end closed executive session 5ILCS 120/(c)(1) made by Dr. Wilson, seconded by Mr. Stein, and approved by trustees.

Motion to open executive session made by Dr. Wilson, seconded by Mr. Rivera, and approved by trustees.

**Friends of the WPL Report**

No Friends of the WPL present.

**Public Comments**

No public in attendance.

**Controller's Report**

Controller presented November 2015 summary of actual vs budgeted results. Brief question and answer session followed. Controller presented November summary of disbursements. Brief question and answer session followed.

Motion to Approve November 2015 Summary of Disbursements made by Ms. Stickels, Ms. Freeman seconds, Dr. Harris opposed, passed by trustees.

Controller presented December 2015 summary of actual vs budgeted results. Brief question and answer session followed. Controller presented December summary of disbursements. Brief question and answer session followed.

Motion to Approve December 2015 Summary of Disbursements made by Dr. Wilson, seconded by Ms. Stickels, Dr. Harris opposed, passed by trustees.

### **Director's Report**

- Introduction of Jennifer Harris – Human Resource Consultant
- January programming reviewed
- Richard's father passed away yesterday afternoon
- Strategic direction update
  - In 2014 the board approved the strategic plan; the mission, the vision and the 4 areas of impact with an overall goal of producing measurable goals with a 25% increase of WPL patron's literacy
  - In 2015 the staff was working to prepare an operating plan to see what work we needed to do to achieve the goals set by the board.
  - It will be called Literacy 2020 Strategic Direction
  - With focus on our service areas – 5 learning centers, early learning, afterschool learning, adult learning, experiential, and summer learning centers, with identifiable goals and measures.
  - It will include staff value statements
- New Website
  - Timeline for completion before May 1<sup>st</sup>.

### **Discussion and Action Agenda**

1. Approve WPL FY2015  
Motion to Approve WPL FY2015 Audit made by Mr. Ruiz, seconded by Ms. Wilson, approved by trustees.
2. Strategic Direction

### **Trustee Comments**

Mr. Ruiz – I have been reserving study rooms in the past month and the services have been amazing and accommodating. Can we reserve online?

Dr. Wilson -In light of MLK, I am happy that there is programming, my sorority sisters are feeding the hungry doing that and we will have a snack bag, a book, the Selma movie will be shown at the Apostolic Church on Genesee Street, may come to the library on Monday. There is a fundraiser at Wendys to send out and 15% to school to support Waukegan High School boys basketball. (A handout was given)

Ms. Stickels- I apologize for my outburst, I love this board packet and calendars, nice pictures, informational, lots of things to do at the library

Mr. Rivera - none

Dr. Harris -There was no indication that two trustees were out before the vote was taken, the second piece was seeing Julianne at the Lake County Steering committee, host sessions, Julianne was there doing her part and being professional, I did not realize she works at the library. There are pictures on Facebook and she represented the library well and was

engaging. She looks like a college student. She did a very good job.

Ms. Herrera Giron -Thank you all for your time, and for adopting a family of a single mom.

Adjourn motion to adjourn made by Ms. Wilson, seconded by Mr. Ruiz approved by trustees.  
Meeting adjourned at 8:12 p.m.

For questions or comments, please e-mail 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.