

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

Wednesday, January 18, 2017  
6:30 p.m. Board Room  
128 N. County Street  
Waukegan, IL 60085

**Call to Order**

President called meeting to order at 6:30 pm.

**Roll Call to Constitute a Quorum**

Trustees present were: Mr. David Villalobos, Ms. Jackie Herrera-Giron, Ms. Jennifer Salazar, Mr. Jesus Ruiz, Mr. John Stein, Ms. Mary Stickels and Ms. Sylvia England.

Absent with notice: Ms. Claudia Freeman, and Mr. Erick Rivera.

Also present were Mr. Richard Lee, Executive Director; Ms. Heidi Smith, Assistant Director; Ms. Betsy Jung, Controller; Ms. Amanda Civitello, Manager Marketing & Communications; Ms. Jennifer Harris, HR Manager; Ms. Kathy Clay, WPL Friends President, Mr. Al Caldwell, WPL Friends VP, Jason Coyle, Partner Baker Tilly and Ms. Diana Alvey, recording secretary.

**Agenda**

Motion to Approve Agenda of WPL Board of Trustees January 17, 2017 meeting as amended made by Mr. Stein and seconded by Ms. Herrera-Giron. Motion carried.

**Minutes**

Motion to Approve Minutes of WPL Board of Trustees November 16, 2017 meeting made by Ms. Stickels, seconded by Ms. Salazar, with one abstention Ms. Herrera-Giron. Motion carried.

**Baker Tilly Presentation of WPL FY2016 Audit**

Introduction of Mr. Jason Coyle, Partner at Baker Tilly made by Ms. Jung. Copies of the FY2016 Audit were passed out. Mr. Coyle presented the FY2016 Audit. Discussion followed. The Library should be proud of all of the changes that have been implemented and the Library has received the highest level of assurance. Motion to approve WPL FY2016 Audit made by Mr. Stein, seconded by Ms. Stickels and approved by trustees. Motion carried.

**Friends of the Waukegan Public Library Report**

Ms. Kathy Clay, President of the Friends of the Waukegan Public Library has a membership of 125 members strong. Upcoming concert for Valentine's Day scheduled for February 10, 2017. The concert will be held in the Lewis Fresh Classroom on the main floor. Concert will feature Silver Strings and will have baked goods available for sale.

During Friend's week, twelve new members and one life member were added to membership rolls.

**Governance Committee**

Chairperson Mr. Rivera is absent. Request made by committee member, Ms. Stickels, to table Policies discussion until next Board of Trustees meeting.

**Finance Committee**

Committee met January 18, 2017 and discussed the Moody bond rating for the Library which is an A2.

Committee also discussed year to date finances and the levy request. The Library is in the process of assembling the FY 2018 budget, budget worksheets have been distributed to all managers and will be turned into Mr. Lee, Ms. Jung and Ms. Smith for discussion. There is a meeting scheduled with the City of Waukegan on February 20<sup>th</sup>. The Library expects to finalize the budget in March.

## **Public Comments**

No public comments.

## **Controller's Report**

Controller presented November 2016 and December 2016 Summary of Actual v Budgeted results and Summary of Disbursements. Discussion followed.

Roll call taken for a voice vote on motion to approve November and December 2016 Actual v Budgeted and Summary of Disbursements. Motion carried.

## **Foundation Board Report**

Waukegan Public Library Foundation Board met Jan 11, 2017. The Foundation is looking at ways to release and use restricted funds. According to Library counsel the funds are permanently restricted but if the Foundation Board is willing to take a risk then the funds could be used. The Foundation Board tabled the decision until next Foundation Board meeting.

Decision was made to go back to having bimonthly meetings. Foundation raised \$4,130 from the Non-Event 2016; Giving Tuesday raised \$1,890 – 50 donors gave to the Giving Tuesday fundraiser. Next Foundation Board meeting is February 8, 2017.

## **Director's Report**

Last week the Library bookmobile broke down. The Library also had a patron experience a heroin overdose on the main floor bathroom. This was his 2<sup>nd</sup> time overdosing here. There are two job openings but the Library is currently under a job freeze. The Library's new room reservation system Libcal is now live. The Library is working towards honoring Ms. Ruth Gregory as a Library Luminary in the Illinois Library Association.

Talk about levy request for \$300k, talked to mayor and he stated that he is not interested in raising levy but would allow the Library to present request to committee.

Shortfall is a result of grants not given. The Library staff has gone before the City Council in December. The mayor and alderman would look for money in budget without raising levy. The City has unofficially proposed giving \$150k with the condition that the money be used for staff increases only.

Potential cuts could be: decommission bookmobile and look for alternative delivery methods, reduce hours or eliminate the Hinkston branch altogether. The main Library could close one day a week and/or reduce electronic collections. The Library currently has \$1M in reserves which is 25% of the Library annual budget and is considered a best practice. Even if the Library receives \$150k from the City decommissioning the bookmobile, and closing the Hinkston branch would be discussed.

## **HR Updates from Ms. Jennifer Harris –**

The Library needs \$300k and in order to make up the \$150k not coming from the City the following has been proposed:

Step 1 - Staffing hours for fulltime staff could go from a 40 hour work week to a 37.5 hour work week. Decrease total hours worked but not salary. Most nonprofits run a 37.5 work week and it is considered a best practices guideline.

The change in work week to 37.5 hours is the first step and with the \$200k it would complete the pay study. The change to a 37.5 hour work week has value for the employee in terms of more time for themselves.

With the implementation of the new time keeping software, Kronos, timekeeping has become automated and more accurate. With a 37.5 hour work week there is a cushion before overtime would have to be paid.

Step 2 is the pay increase. However, the \$150k payment this year from the City would be a one-time payment and is not sustainable.

The Library needs to present a clear picture of what will happen at the library if the request is not fulfilled. The levy increase request has been denied year after year.

Suggestion to perhaps hire a consultant to figure out where cost savings can be had.

### **President's Report**

No report given.

### **Trustee Comments**

Ms. Herrera Giron - Thank you WPL staff and to Mr. Lee's leadership for all of your work here, and to the Friends of the Library for all of their hard work. I feel blessed to have been on the board but I am resigning from the Board effective immediately. I will be sending a formal letter soon stating my intent to resign.

Ms. England – Thank you to the library for the holiday gift. Thank you to the staff for reinventing the Library and staying up on best practices.

Ms. Stickels – no comment

Mr. Stein –The Library does a lot of nice work but it is a short term fix, but good work everyone

Ms. Salazar – no comment

Mr. Villalobos - We need to be at the City Council meetings. The City Council needs to hear public comments; you can sign up for public comments even while someone is talking as long as the public comment time hasn't ended. Have different people going to meetings, this is time devoted to the public.

Mr. Ruiz – I will take the list with me and let all of my contacts know what is happening. Go to campaigns and candidate meetings and do as much as we can. Thank you for the holiday gift.

Motion to adjourn made by Mr. Stein, seconded by Ms. Stickels, motion passed. Meeting adjourned at 8:10 pm.

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.