

Waukegan Public Library Board of Trustees Meeting
MINUTES

Wednesday, February 15, 2017
6:30 p.m. Board Room
128 N. County Street
Waukegan, IL 60085

Call to Order

President called meeting to order at 6:31 pm.

Roll Call to Constitute a Quorum

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

Absent with notice: Ms. Jennifer Salazar

Also present were: Mr. Richard Lee, Executive Director; Ms. Heidi Smith, Assistant Director; Ms. Betsy Jung, Controller; Ms. Amanda Civitello, Manager of Marketing & Communications; Ms. Kathy Clay, WPL Friends President and Diana Alvey, Recording Secretary.

Agenda

Motion to Approve Agenda for WPL Board of Trustees February 15, 2017 Meeting was made by Mr. Stein and seconded by Ms. Freeman. All in favor, motion carried.

Minutes

Motion to Approve Minutes of WPL Board of Trustees January 18, 2017 Meeting was made by Mr. Stein, seconded by Ms. Stickles. All in favor with one abstention by Mr. Rivera, motion carried.

Friends of the Waukegan Public Library Report

The Valentine's Day concert was a success with 95 people attending. The Friends made \$108 in cookie sales. There is an upcoming book sale March 17th and 18th for which they will need volunteers. They will also be holding their annual meeting. The Friends recently added a new member for their board, Ms. Rosalyn Davis. Dues for membership will remain the same, no increase. The Friends currently have 118 members.

Governance Committee

Mr. Rivera and Committee are done reviewing the policies and they are ready to be approved.

Finance Committee

Mr. Villalobos and the Committee met today, discussed Year to Date financial results, and went over proposed budget for FY18. Overall budget looks solid to committee and includes the \$150,000 from the city budget.

Public Comments

No public in attendance.

Controller's Report

Controller presented January 2017 Summary of Actual vs Budgeted results. Controller presented January 2017 Summary of Disbursements. Discussion followed.

Roll call vote was taken for a voice vote on motion to Approve January 2017 Summary of Actual vs Budgeted results and Summary of Disbursements. All in favor and motion carried.

Foundation Board Report

At the most recent WPL Foundation Board of Directors meeting a new set of officers was voted in. Officers are as follows: President; Ms. Garcia, Vice President; Mr. Hayes, Treasurer; Mr. Zamora, Secretary; Ms. Staben. The Foundation voted to release restricted funds and make the \$42,000 available. There was a recent Valentine's Day appeal mailed out with return card for donations. Each of the Trustees should have received or will receive one soon.

Director's Report

- There is an upcoming Library Trustee Forum at the Chicago Marriott in Oakbrook. The event is a ½ day event. Please let Mr. Lee know if you are interested in attending.
- Ms. Civitello was invited to contribute an article to NYU.
- The Young Adults are using the space downstairs in a positive manner.
- WPL has an agreement with Youth and Family Counseling to have a counselor available to patrons all day Monday and Tuesday. This new offering has been well received by the patrons. Mr. Lee will be speaking at their annual luncheon and will report that he is happy to have her here and that it is working out for WPL and its patrons.
- There are new cameras installed but not yet functional on the rear of the building facing the two entrances, another one in the Young Adult area and also one in the ELC area to monitor the iPADS located in the center.

President's Report

- Mr. Ruiz reported that he spoke about the WPL budget and levy increase request at the last Latino Coalition meeting. The coalition had the mayoral candidates in for a candidate forum. Mr. Ruiz raised questions on behalf of the library regarding the budget.
- Mr. Lee spoke with the mayor regarding the budget also and advocated on behalf of the Library.
- The next City Council meeting to present and discuss the Library budget is scheduled for March 7, 2017.

Discussion and Action Agenda

1. FY18 Budget & Assumptions were reviewed by Board of Trustees.
 - June 1st 2017 the WPL Bookmobile will be retired. WPL will look at alternate ways to serve the elementary schools.
 - Three positions are on hold until it is determined that they are absolutely necessary.
 - Consultant fee of \$20,000 set aside.
 - There will be no changes or reduction of hours at the main library, at this time.

Motion to approve FY18 Budget was made by roll call vote, all in favor with Mr. Villalobos abstaining. Motion carried.

2. Election of Vice President
 - Election completed with Mr. Stein voted in as new Vice President of the Board of Trustees.

Motion to approve Mr. Stein as new Vice President was made by Ms. Freeman seconded by Mr. Rivera. All in favor, motion carried.

3. Review proposed revisions to Policies
 - a. Ethics
 - b. Purchasing

- c. Emergency Succession
- d. Collection Development
- e. Meeting Room Policy
- f. Operating Policy
- g. Personnel Policies

Discussion of policy revisions

Motion to approve revisions to policies, was made by Ms. Freeman, and seconded by Mr. Stein. All in favor, motion carried.

Trustee Comments

Mr. Villalobos attended and enjoyed the Valentine's Day concert. He also attended the Mayoral Candidates Forum hosted by the Latino Coalition. There will be another Mayors Candidate forum coming up.

Ms. England thanked Mr, Ruiz for inviting her to the Latino Coalition. The climate in the library is very positive and she loves seeing people read books and working on projects.

Ms. Stickels believes the Waukegan Public Library is a star in the city and the Library needs to be recognized. She loves to see all of the energy. Mr. Rivera is a rising star who has stepped up and taken on the Governance Committee.

Mr. Rivera thanked Ms. Stickels and Ms. Freeman for their hard work, help and guidance on the Governance Committee.

Ms. Freeman believes the Library should do more to promote and market its award winning status. Thank you to Mr. Stein for stepping up as Vice President.

Mr. Stein thinks that the City of Waukegan sees what the Library can do on so little money. Mr. Stein warned about the dangers of retinal damage from the ultraviolet rays emitted from your electronics including your phone.

Mr. Ruiz thanked everyone for their support. Reminder that we still need a replacement trustee if you have people in mind please submit those recommendations to the mayor. On March 19th the League of Women Voters will be hosting a mayoral candidate forum at Park Place on Belvidere Road. There will be opportunities to ask the candidates questions.

Adjourn

Meeting adjourned at 7:35 pm.

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.