

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

Wednesday, June 21, 2017
6:30 p.m. Board Room
128 N. County Street
Waukegan, IL 60085

Call to Order

President called the meeting to order at 6:31pm.

Roll Call to Constitute a Quorum

Trustees present were: Ms. Claudia Freeman, Mr. David Villalobos, Ms. Jennifer Salazar, Mr. Jesus Ruiz, Mr. John Stein, Ms. Mary Stickels and Ms. Sylvia England. Quorum established.

Also present: Mr. Richard Lee, Executive Director; Ms. Betsy Jung, Controller; Ms. Amanda Civitello, Manager of Marketing & Communication; and Kim Vander Yacht, Recording Secretary.

Agenda

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

Minutes

Motion to approve Minutes of WPL Board of Trustees May 17, 2017 meeting, as amended, was made by Mr. Stein and seconded by Ms. England. All in favor; motion carried.

Motion to approve minutes of WPL Board of Trustees Executive Session May 31, 2017 meeting was made by Ms. Freeman and seconded by Mr. Villalobos. All in favor; motion carried.

Discussion with Director Search Consultant John Keister

John Keister of John Keister & Associates LLC introduced himself and his wife, Beth, and provided some background information on themselves and their firm. They have been in the executive recruiting industry for 30 years and have been focusing on library director searches for the past 13 years. He outlined their approach for the search process that includes: 1) meeting with Trustees to determine what they are looking for in an executive director, 2) designing a webpage dedicated solely to WPL's search, which will serve as a marketing tool to make people aware of the opportunity, 3) meeting with prospective candidates for very informal interviews; 4) providing the opportunity for staff to talk to Mr. Keister about what they want to see in the next executive director; and 5) presenting a short list of candidates to the Board and then providing opportunities for them, the staff and the community to engage with them.

Friends of the Waukegan Public Library Report

Kathy Clay reported that sales during the concerts have been great. She hopes to submit an article to *The Voice for American Libraries*, a quarterly publication of the ALA, to share how much money The Friends of WPL have raised for our library since its inception.

Foundation Board Report

No report.

Finance Committee

No report.

Controller's Report

Ms. Jung reported that we are now one month into the new fiscal year. We have begun to receive our real estate revenue installments, which we receive in June and September. The annual audit began this month with the new accounting firm, Sikich. The auditors spent most of their time on the Foundation, and will be back, again, in August. The Controller presented May 2017 Summary of Actual vs Budgeted results, and the May 2017 Summary of Disbursements. A brief discussion followed.

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

Public Comments

No public present.

Director's Report

1. Our bookmobile, as reported earlier, is for sale, and we have received 2 bids. A library in Minneapolis wants to make the bookmobile into a mobile bookstore. The Rotary Club of Kalamazoo wants to take it to Huatulco, Mexico. It was asked what the proceeds from the sale will be used for, and Mr. Lee stated that it will be used wherever it is most needed. He plans to meet with school officials next month to discuss options for getting books into the hands of elementary-age children in the absence of the bookmobile.
2. The Annual Report is in process. A copy will be available next month at the board meeting.
3. Mr. Lee announced that a new HR person has been hired. Her name is Debra Jordan and she lives in Waukegan. She will start on July 11th, and she and Jennifer Harris will work together to transition the work on July 11th and 12th.
4. The ALA annual conference begins on May 22nd and goes through the May 27th. Katie McLain and Amanda Civitello are presenting on the subject of sexual harassment in the public workplace. Ms. Civitello will provide slides of the presentation to board at the July board meeting. Kyle Shaub and Ms. Civitello will be giving a presentation about our library website, notable in that it is bilingual, having been created for both English-speaking and Spanish-speaking audiences.
5. The remodel of the computer classroom on the main floor started on June 12th, thanks to the \$25,000 gift from the Elizabeth Whitlow estate. Most of the work is being done by in-house staff. The completion date is scheduled for August 4th and once done, will increase the capacity of the room from 15 to 20 computers.
6. During the big rain storm last week, several leaks appeared. A new roof was installed in 2010 so it is disconcerting that there were leaks. Waukegan Roofing conducted an inspection, and their report is forthcoming. Mr. Lee praised the maintenance staff for responding to the problems; because of their promptness, no damage was reported to books, computers, etc.

President's Report

No report.

Discussion and Action Agenda

1. Mr. Lee reported that he had met with Linda Skaggs, a niece of Elizabeth Whitlow, a longtime patron of our library. Ms. Skaggs wanted to honor her aunt with a donation to the library. She presented a check for \$25,000 to be used for the renovation of the main floor computer classroom.

Mr. Lee asked that the board approve the naming of the computer classroom to honor Ms. Whitlow. A motion was made by Mr. Ruiz and seconded by Ms. Stickels to approve the name *Elizabeth Whitlow Computer Classroom* for the new computer classroom. All in favor; motion carried.

Trustee Comments

Mr. Villalobos reported that the city budget has still not been approved. The mayor has requested that 7 new positions be added to the city organization. This request has received pushback from aldermen. Hopefully, the budget will be approved when the city council reconvenes on July 3rd.

Mr. Villalobos also mentioned that there is talk of creating a museum for Ray Bradbury in the former Durkin and Durkin building. A preliminary floor plan has been developed. A few Trustees questioned the need for a Ray Bradbury museum.

Plans for the development of Waukegan's south side are on the back burner for a year.

Adjourn

A motion to adjourn the meeting was made by Mr. Stein and seconded by Ms. Stickels. All in favor; motion carried. Meeting adjourned at 7:40pm.

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.