

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

Wednesday, March 15, 2017
6:30pm Board Room
128 N. County Street
Waukegan, IL 60085

Call to Order

President called meeting to order at 6:33pm.

Roll Call to Constitute a Quorum

Trustees present were: Ms. Claudia Freeman, Mr. Erick Rivera, Mr. Jesus Ruiz, Ms. Jennifer Salazar and Ms. Sylvia England. Quorum established.

Absent with notice: Mr. John Stein, Ms. Mary Stickels and Mr. David Villalobos

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. Kim Vander Yacht, Donor Relations Coordinator and Diana Alvey, Recording Secretary.

Agenda

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

Minutes

Motion to Approve Minutes of WPL Board of Trustees February 15, 2017 Meeting as amended was made by Ms. Freeman and seconded by Mr. Rivera. All in favor, motion carried.

Friends of the Waukegan Public Library Report

Their semi-annual book sale is on Friday, March 17th, 10am-5pm, and Saturday, March 18th, 1pm-5pm.

Foundation Board Report

Kim Vander Yacht reported that a total of \$10,348.77 in gifts and grants was received during the month of February, with \$8,100.00 of this coming in the form of sponsorships (Waukegan Arts Council – Ray Bradbury Storytelling Festival and The Friends of the Waukegan Public Library – Valentine’s Day concert). Additionally, of note, \$1500.00 was raised through the Valentine’s Day appeal. There will be a Spring event on May 12, 2017 to unveil the donor wall and to recognize and thank library volunteers.

Governance Committee

Mr. Rivera stated that the review of the second half of the policies has been completed. A motion to approve the proposed revisions to the policies (Disposal, Use of the Library, Youth in the Library, Gift, Naming, Harassment Free Workplace, Media Relations and Photography, Reference, Confidentiality, Internet Access and Posting) was made by Ms. Freeman and seconded by Ms. Salazar. All in favor, motion carried.

Richard Lee will be retiring next year, so the search for a new Executive Director needs to be initiated soon. Mr. Rivera stated that the Governance Committee has reviewed the three options presented by Jennifer Harris, HR Manager: 1) Fully outsourced national search, utilizing only an outside firm, 2) Partial national search, utilizing both an outside firm and the Library’s HR Manager, and 3) Internally managed

search, utilizing only the Library's HR Manager. Governance Committee is in favor of going with option #2. It was suggested that the outside firm could solicit applicants and then the committee could consider using Skype to interview potential candidates instead of incurring travel expenses to bring them here. According to Jennifer Harris, the normal search time is 4-6 months. Mr. Lee stated that his employment contract goes until August 2018, but with IMRF, he is eligible to retire in January 2017. He will find out next week, if this is definitely a possibility. If so, retiring in January would be his preference.

Discussion ensued about the three options and the pros and cons of each. It was agreed that Mr. Lee would ask Jennifer Harris to attend the next board meeting in April to discuss the options.

Finance Committee

Committee did not meet in March. Next meeting will be in April.

Controller's Report

Controller presented February 2017 Summary of Actual vs Budgeted results. Controller presented February 2017 Summary of Disbursements. Brief discussion followed.

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

Public Comments

No public in attendance.

Director's Report

- This is Diana Alvey's last board meeting, as Friday is her last day with the Library. Kim Vander Yacht will be filling in and helping out as needed, and we are not planning to hire someone permanently at this time.
- There have been two employee terminations for cause.
- In the previous month, one of our students received a permanent position and another received a raise based on what they learned in our digital literacy class.
- The maintenance department erected a fence around an area between the library and the parking garage next door to prevent people from setting up camp there.
- Camera security has been increased.
- We are in the process of retrofitting the pendant globe lights to LED lighting, which will be cooler, more cost effective and more energy efficient.
- One of the reference librarians has started a leadership council comprised of students from North Chicago, Zion and Waukegan to talk about services and enhanced programming.
- Development of Waukegan's south side is still being discussed. With the upcoming mayoral election, cannot predict how or if this idea will continue to be discussed.
- Staff members have been fielding questions regarding plans of action for deportation or being detained. There will be a workshop in April for those seeking legal advice and wanting to know their rights. People are concerned and have been coming to the library seeking answers.

President's Report

- Mr. Ruiz stated that since the mayoral primary election, he has talked to both candidates. He is confident that his/the library's relationship with either of the two candidates will be better than it is with the current mayor. He encouraged all to attend one of the upcoming mayoral forums. He will get the dates and send them out to the Board.

Discussion and Action Agenda

- Ms. Civitello asked Trustees to review and approve The Welcoming and Inclusive Community Pledge that a number of agencies in Lake County have signed. This resolution affirms that the Library will celebrate our community's diversity, and that attacks on our community will be condemned and not tolerated. A motion to approve the resolution was moved by Ms. Salazar and seconded by Ms. England. All in favor, motion carried.
- Mr. Lee asked for board approval to close the library on May 5th for an all-staff clean-up day, where both employee personal spaces and public spaces will be cleaned. Library Insurance Risk Association (LIRA) will be performing an inspection and there is much clutter and junk that needs to be cleared out. Insurance premiums are based on how safe all areas of the library are. Mr. Lee stated that this will be a one-time occurrence. A motion to close the library on May 5th for an all-staff clean-up day was made by Ms. Freeman and seconded by Ms. Salazar. All in favor, motion carried.

Trustee Comments

Ms. Salazar thanked Ms. Alvey for all she has done in support of the board and stated that she will be missed.

Mr. Ruiz reported that, for a school project, he had spent three hours observing at the library one day. He quietly moved around and observed: the quality of library services; a young child waiting for his mother outside one of the large classrooms while his mother was taking a class; and a man in one of the classrooms thanking his tutors. The highlight, however, was talking with an older woman from the Ukraine who related to Mr. Ruiz in an emotional exchange, the life-changing impact some of the library's classes and programming have had on her life.

Adjourn

A motion was made by Ms. Salazar and seconded by Ms. England to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 7:26pm.

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.