

**Waukegan Public Library Board of Trustees Meeting (Officers)**

**MINUTES**

Monday, September 15, 2014

6:00 p.m., Board Room

128 N. County Street

Waukegan, IL 60085

**Call to Order**

President called meeting to order at 6:13 pm.

**Roll Call to Constitute a Quorum**

Committee members present were President Charmaine Harris and Treasurer John Stein. Also present was Linda Gfesser, recording secretary. Vice President Verna Wilson arrived after meeting adjourned.

**Agenda**

Motion to approve agenda for WPL Board of Trustees (Officers) September 15, 2014 meeting was made by Mr. Stein, seconded by Dr. Harris, and approved by the Officers.

**Discussion and Action Agenda**

- Executive Director Evaluation  
President reported that she had met with Richard Lee to discuss his contract. Mr. Lee expressed interest that the term of his next contract take him through to his retirement, possibly 2017 or 2018 at the latest.

Different incentives that were discussed with the executive director: 1) contract extension from 2014 through 2018 (with an evaluation each year), 2) increase or maintain 457B plan (designated hours of sick time), 3) annual 5% increase (board vote) over the life of the contract, 4) spouse insurance coverage, 5) vacation and personal time payout (at close of the contract), and 6) notice to be given from 30 to 90 days in advance of intent to retire.

Ms. Gfesser to have a list of these items as an addendum for the board meeting.

It is up to the Committee to decide whether to use all or some of the options; and what to recommend to the board.

Committee to present to the entire board a copy of the current contract, with 6 considerations listed, and a copy of the completed evaluation.

It is key for everyone on the board to give their input; the committee will just present the information. Cindy Joy and Betsy Jung to get figures of what a 5% increase over the next 4 years would look like; Ms. Gfesser to get information to Dr. Harris. Dr. Harris to send Ms. Gfesser a memo requesting this information in which Ms. Gfesser will then forward on to Ms. Joy and Ms. Jung.

**Trustee Comments**

Dr. Harris – Thanks to Ms. Gfesser for her patience in coordinating the evaluation.

**Adjourn**

Meeting adjourned at 6:28 pm.