

Waukegan Public Library Board of Trustees Meeting (Officers)

MINUTES

Tuesday, September 30, 2014

6:00 p.m., Board Room

128 N. County Street

Waukegan, IL 60085

Call to Order

Charmaine Harris called meeting to order at 6:07pm.

Roll Call to Constitute a Quorum

Officers present were Dr. Charmaine Harris, Mr. John Stein, Ms. Jackie Herrera Giron, and Mr. Jesus Ruiz. Dr. Verna Wilson was absent. Also present were Trustee Ms. Claudia Freeman, Mr. Doug Stiles, legal counsel, and Ms. Linda Gfesser, Recording Secretary.

Quorum present.

Agenda

Requested that September 30, 2014 meeting agenda be amended to move the review of the Executive Director contract renewal to the first Discussion Item.

Motion to approve agenda for WPL Officers September 30, 2014 meeting, as amended, made by Mr. Ruiz, seconded by Mr. Stein, and passed by the Officers.

Discussion and Action Agenda

Dr. Harris provided Mr. Stiles with contract including edits. Contract edits discussed and reviewed with legal counsel and officers.

- Contract to include 4 years, starting Nov 1, 2014 to October 31, 2018
- Mr. Ruiz to look into a onetime payment
- Add language to eliminate the excessive accrual of time
- Add 9 months notice prior to termination
- IMRF payments are optional

Officers requested that legal counsel attend the next board meeting scheduled for October 22, 2014, at 6:30 pm.

Transition planning for newly elected officers

- Has been neglected in the past.
- As of the next meeting on October 22, the new officers will take office. The Executive Director evaluation and contract are still pending.

Calendar of Meetings

- A calendar of meetings for board and committees to be developed.

Committee Assignments and Oversight

- To make sure that the committees are doing the work and staying on track. The Vice President is vested with responsibility to provide leadership to the committees.

- Unfinished Items (projects, initiatives, monitoring, etc.)
- Foundation piece – membership, officers
- Pierre has resigned, but we have not gotten anything official.
- Committee formation/composition, new chairs, calendar (are the meeting dates and times good for everyone)
- Wait until after the next board meeting to see if officers will need to meet

Consider changing October board meeting to Oct. 22, 2014, 6:30 pm. Motion made to change date of October board meeting to October 22, 2014 at 6:30 pm made by Mr. Stein, seconded by Mr. Ruiz, and passed by the Officers. New officers to provide refreshments on Oct. 22. Dr. Harris may not be able to attend the Oct 22 meeting.

Review of contract renewal for Executive Director

Motion made to elect not to go into closed executive session made by Mr. Stein, seconded by Ms. Herrera Giron, and passed by the Officers.

Amount comes out to 5% that was put away for the Executive Director's increase (little over \$5K). In previous years, increases were given in one lump sum, in lieu of a salary increase. Open to discussion in board meeting. Mr. Stein and Mr. Ruiz to provide an overview of the money piece at the board meeting and will be open to discussion at that time.

The October 22 board meeting will include:

- Evaluation (closed session)
- Foundation piece
- Committee composition
- Discussion of new board member
- Calendar – to be discussed with Executive Director
- Installation of officers

The regular Board meetings will stay on the 3rd Wednesday of the month.

Ms. Gfesser to make the edits/changes to the contract, send new version to legal counsel, and have it ready for the next meeting.

Trustee Comments

Ms. Freeman – wanted to attend to get an idea of how the meetings work, apologized for not being able to attend last meeting

Dr. Harris – during closed session of the new contract discussion, wants to have the new contract provided and the amount available. Include performance goals?

Adjourn

Meeting adjourned at 6:55 pm.