

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

**MINUTES (Open Session)**

Monday, December 11, 2017

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

President Mary Stickels called the meeting to order at 6:32pm.

**Roll Call to Constitute a Quorum**

Trustees present were: Ms. Marge Ferruzzi, Ms. Claudia Freeman, Mr. Larry McShane, Mr. Erick Rivera, Ms. Jennifer Salazar, Ms. Jean Smith and Ms. Mary Stickels

Trustee absent: Ms. Sylvia England and Ms. Rachelle Mendez

Also present were: Ms. Deb Jordan, HR Manager; Ms. Betsy Jung, Controller; Ms. Amanda Civitello, Marketing and Communications Manager; Mr. Doug Stiles, Library **Counsel**; Mr. David Villalobos, City Council Liaison; and Ms. Kim Vander Yacht, Recording Secretary

**Agenda**

A motion to approve the Agenda for Waukegan Public Library Board of Trustees Special Board Meeting of December 11, 2017 was made by Ms. Freeman and seconded by Ms. Salazar. All in favor; motion carried.

**Minutes**

A motion to approve the minutes of WPL Board of Trustees Special Meeting (Open Session) of November 1, 2017 was made by Mr. Rivera and seconded by Ms. Freeman. All in favor; motion carried. Mr. McShane and Ms. Salazar abstained.

A motion to approve the minutes of WPL Board of Trustees Meeting (Open Session) of November 15, 2017 was made by Ms. Smith and seconded by Mr. McShane. All in favor; motion carried. Ms. Salazar abstained.

A motion to approve the minutes of WPL Board of Trustees Special Meeting (Open Session) of December 5, 2017 was made by Ms. Salazar and seconded by Mr. McShane. All in favor; motion carried.

**Controller's Report** November 2017 and responded to questions. She stated that she has started to prepare the 1099s for contractors and that budget planning for the next fiscal year has started.

A roll call vote was taken to approve the October 2017 Summary of Actual vs Budgeted results. All in favor; motion carried.

**Public Comment**

None

**Discussion and Action Agenda**

A motion to evoke closed session (5 ILCS 120/2a) was made by Ms. Freeman and seconded by Ms. Smith. All in favor; motion carried.

[Return to open session]

A motion to reduce the number of finalists for Executive Director down to two, by eliminating Mr. Jeremy Andrykowski from the list of candidates, was made by Ms. Salazar and seconded by Mr. Rivera. All in favor; motion carried.

**Trustee Comments**

Ms. Jordan stated that she will work with Ms. Stickels to send a letter to Mr. Andrykowski expressing the board's thanks for his interest in the Executive Director position.

**Adjourn**

A motion to adjourn the meeting was made by Ms. Smith and seconded by Mr. McShane. All in favor; motion carried. Meeting adjourned at 7:08pm.

For questions or comments, please email the Board at [wplboard@waukeganpl.info](mailto:wplboard@waukeganpl.info) or visit the Board's website at [www.waukeganpl.org/board-of-trustees](http://www.waukeganpl.org/board-of-trustees). For assistance in accessing the meeting, contact 847-775-2551.