

Approved February 21, 2018

**Waukegan Public Library Board of Trustees  
Minutes (Open Session)**

Wednesday, January 17, 2018  
6:30p.m. Board Room  
128 N. County Street  
Waukegan, IL 60085

President Mary Stickels called the meeting to order at 6:35pm.

**Roll Call to Constitute a Quorum**

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

Trustees absent: None

Also present were: Mr. Richard Lee, Executive Director; Mr. Doug Stiles, Library Counsel; Ms. Betsy Jung, Controller; Mr. David Villalobos, City Council Liaison; Ms. Amanda Civitello, Marketing & Communications Manager; Josh Anderson (arrived 7:55pm) and Ms. Kim Vander Yacht, Recording Secretary

**Agenda**

A motion to approve the Agenda for Waukegan Public Library Board of Trustees Meeting of January 17, 2018 was made by Ms. England and seconded by Ms. Salazar. All in favor; motion carried.

**Mayor Cunningham Address to Board**

Ms. Stickels stated that Mayor Cunningham was called out of town and therefore could not attend the meeting as he had planned. He did, however, say he would be sending Mr. Tom Maillard, Special Projects Analyst, to read a letter on his behalf. As Mr. Maillard had not yet arrived by the time allotted for the Mayor to speak, Ms. Stickels asked that the agenda be modified to proceed with the agenda until Mr. Maillard arrived. A motion was made by Ms. Salazar and seconded by Ms. Freeman to postpone Public Comment until Mr. Maillard arrived. All in favor; motion carried.

**Discussion and Action Agenda**

Regarding the Harassment-Free Workplace Policy revisions that have been brought before the board, Mr. Lee explained that all Illinois public entities are required by state legislature to approve this addition to their policies. The impetus for this change comes on the heels of the recent sexual harassment complaints that have been occurring nationwide. Mr. Stiles stated that he has reviewed the addition and it looks okay to him. A motion to approve the revisions to the Harassment-Free Workplace Policy in accordance with PA 100-0554 was made by Ms. Freeman and seconded by Ms. England. All in favor; motion carried.

Mr. Lee informed the Board that there had been one employee termination since their December meeting. This employee was let go because of job abandonment.

## **Mayor Cunningham Letter**

Mr. Maillard arrived and expressed the mayor's regrets for being unable to attend the meeting. Mr. Maillard read a letter from the Mayor to the Board regarding the Executive Director search: *"Upon due consideration, while I have expressed my loyalty to the people who've worked for the City of Waukegan, I would like to voice my enthusiasm to work with whomever is the next Executive Director of the Waukegan Public Library Board. I would like to take this time to thank Dr. Richard Lee for his many years of service to the Waukegan Library. Lastly, as we seek opportunities to improve our joint operations, I want to extend an invitation of partnership to everyone here to make our city stronger together. Sincerely, Sam Cunningham"*

## **Discussion and Action Agenda (cont'd)**

Mr. Lee described two events that Trustees may be interested in attending: 1) Illinois Library Trustee Workshop on February 17<sup>th</sup> and 2) Presidents' Day Library Legislative Breakfast on February 19<sup>th</sup>. He stated that these are both great opportunities to meet others who advocate for libraries. Ms. Vander Yacht distributed sheets for those interested to sign up on.

A motion to evoke closed executive session 5 ILCS 120/2a was made by Ms. Ferruzzi and seconded by Ms. Salazar (6:45pm). All in favor; motion carried.

[Return to open session – 7:55pm]

A motion was made by Ms. Freeman and seconded by Ms. Salazar to extend an offer to the selected candidate, Selina Gomez-Beloz, for the position of Executive Director of the Waukegan Public Library. All in favor; unanimous vote; motion carried.

## **Trustee Comments**

Ms. Stickels stated that she will call Ms. Gomez-Beloz and extend the offer to her. Mr. Stiles responded that after Ms. Stickels speaks with Ms. Gomez-Beloz, he will draw up the employment contract after all the terms are agreed upon.

Ms. Salazar expressed her thanks to the board, the staff, the community and everyone involved in the long search process. She stated that she loves being a Trustee of WPL, and thanked Mr. Lee, especially, for his tenure as Executive Director.

Ms. Stickels stated that this search process has been a wonderful experience, although long, hard and at times, divisive. She added, though, that coming together unanimously in the end is a big deal. She expressed her appreciation to everyone for all their hard work.

Ms. Stickels reminded everyone that they should refrain from telling others who was selected as the next Executive Director. Mr. Villalobos asked if Ms. Stickels would like him to email the Mayor and inform him that an offer has been extended to a candidate. Ms. Stickels replied that this would be great, but perhaps the email should wait until Friday to give Ms. Gomez-Beloz the opportunity to both accept the offer and negotiate the contract, if necessary. This was agreeable to all. Ms. Salazar suggested that

Ms. Stickels and Mr. Villalobos share the news with the Mayor personally, rather than electronically. Ms. Stickels and Mr. Villalobos will work out the details.

Mr. Lee then asked if there was any information on who will be taking over [as Executive Director] on Monday. Ms. Stickels replied that she has been told that Ms. Betsy Jung and Ms. Heidi Smith were going to be the interim directors. Mr. Lee responded that this would be good, and Ms. Stickels agreed and that he could go ahead and let them know. Mr. Lee and Ms. Stickels will meet tomorrow at 9:00am to finalize this arrangement.

Ms. Stickels clarified that she would be calling Ms. Gomez-Beloz after the meeting adjourned, and then Ms. Smith after that. Mr. Lee suggested that the Mayor's letter to the board regarding the director search be shared with Ms. Smith, and Ms. Stickels agreed.

### **Adjourn**

A motion to adjourn the meeting was made by Ms. Smith and seconded by Ms. Ferruzzi. All in favor; motion carried. Meeting adjourned at 8:02pm.