

Approved February 21, 2018

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

Wednesday, December 20, 2017

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

President Mary Stickels called the meeting to order at 6:34pm.

**Roll Call to Constitute a Quorum**

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

Trustee absent: Ms. Jennifer Salazar

Also present were: Ms. Deb Jordan, HR Manager; Ms. Amanda Civitello, Marketing and Communications Manager; Mr. Doug Stiles, Library Counsel; Mr. John Keister, John Keister & Associates LLC; Mr. David Villalobos, City Council Liaison; Mr. Josh Anderson, Adult Literacy Coordinator; and Ms. Kim Vander Yacht, Recording Secretary

**Agenda**

A motion to approve the agenda for Waukegan Public Library Board of Trustees Board Meeting of December 20, 2017 was made by Ms. Freeman and seconded by Ms. England. All in favor; motion carried.

**Minutes**

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

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

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

A motion to approve the minutes of WPL Board of Trustees Special Meeting (Open Session) of December 11, 2017 as amended was made by Ms. Freeman and seconded by Mr. McShane. All in favor; motion carried.

A motion to approve the minutes of WPL Board of Trustees Special Meeting (Closed Session) of December 11, 2017 was made by Ms. Ferruzzi and seconded by Mr. McShane. All in favor; motion carried.

## **Public Comment**

Mr. Villalobos read a prepared statement (below) and asked that his statement be included in its entirety in the minutes.

*For the record: David Villalobos City of Waukegan Liaison to the Waukegan Public Library Board. I ask that my statement be published in the minutes in its entirety.*

*What I wish to address tonight will probably make some of us uncomfortable, myself included, but my hope in bringing up this concern is to start the process of understanding and improving communication regarding our work dynamic.*

*It was brought to my attention today that Library Board Chairwoman: Mary Stickles made a complaint to the Mayor's Office yesterday regarding my role as the city appointed liaison to the library board. From my understanding Ms. Stickles perceives that I have overstepped my role as liaison and intrude inappropriately into the business of the library board.*

*In speaking with Ms. Stickles after a board meeting, Ms. Stickles shared with me that she sees my role to be similar to the role of other liaisons to the board. Put simply that I am to give a report then sit quietly as the board moves forward on the agenda. That it is not my place to ask questions of the board. To which I expressed that I did not agree with this perception of my role.*

*As I see it to be, one of the major differences between my role as liaison and other liaisons to the library board is that other liaisons have come from components of the library. Whereas, I am appointed by the City of Waukegan to which the library is a component to. I see this as a fundamental difference from what my liaison role is compared to other liaison roles the library board has worked with. I see that I have been entrusted by my fellow councilmembers and the Mayor to facilitate healthy dialogue between the board with a perspective of the city as a whole in mind. To which, question asking is innately a part of healthy dialogue. I have a passion to see our community improve for residents, and I firmly believe that the library has been and will continue to be a critical piece to seeing community improvements.*

*As Ms. Stickles perceives that I have intruded inappropriately into the business of the library board it is my understanding that it is her intent that I do not participate in today's closed session regarding agenda item:*

- *Discussion of final candidates for Executive Director of Waukegan Public Library and selection of one.*

*After discussion with the city's corporation council, please note that it is well within the right of the library board to invite and exclude whomever they wish into closed session. I must make mention that to exclude me at this juncture will not look good to the public and will likely raise questions and doubts regarding the library board. Since, public libraries are built on the principles of access to information and non-censorship, principles that were instilled in me during my time as a staff member to this library, I feel obligated to speak of my exclusion to the News Sun and speak of this during the Alderman's time at the next city council meeting. And so, if it is the board's wish to exclude me in this final part of the executive director search I will amicably abide.*

*In closing, I feel that we can have a wonderful work dynamic. Since, this is a new role to the library board I feel we need to discuss any misgivings and misconceptions we have to really make this opportunity fruitful.*

*Thank you.*

Ms. Stickels stated that she had a meeting with Mr. Bob Long, City Counsel and Thomas Maillard, Special Projects Analyst. Mr. Long said that Mr. Villalobos is to be a courier of information from the mayor's office to the board, and is not to be involved in budget or personnel decisions, or present during closed session discussions. Mr. Villalobos would like to have a meeting after tonight's meeting with the mayor and have a dialog with him about his position. Mr. Stiles stated that a job description will be created. Ms. Stickels stated that Mr. Long had given her a description of Mr. Villalobos' position in relation to the Board of Trustees and the City.

### **Discussion and Action Agenda**

Per Capital Grant – Mr. Lee lead the board in a brief discussion of the first 5 chapters of the Trustee Facts File Third Edition that was included in the November board packet. Mr. Lee stated that by the Trustees reading this documentation and subsequently discussing it, they had successfully fulfilled the requirement mandated in the per capita grant application.

Appeal of Disciplinary Action – Mr. Lee stated that for the first time in his 15 years here, he received an appeal of a disciplinary action. He explained that a patron had been banned for 60 days (10/27-12/31). This patron was accused of pursuing a female employee, making her feel very uncomfortable. The patron appealed his 60-day suspension in writing, as required in our policy. Mr. Lee asked that the board to support his decision to keep him banned from the library (main and Hinkston branches) until the end of the year. Board agreed to uphold his decision for the next 11 days. Mr. Stiles stated that the board might have to make a motion to formalize their decision to back Mr. Lee's suspension of the patron. A motion to uphold Mr. Lee's decision to not repeal the disciplinary action taken on October 27, 2017, banning a patron from the main library and Hinkston branch until December 31, 2017, was made by Ms. Freeman and seconded by Mr. Rivera. All in favor; motion passed. There was a question concerning whether the individual should be named. Mr. Stiles replied no, in order to protect him. Mr. Lee was asked how many patrons are banned or suspended each year. Mr. Lee replied that there are probably 8-10 who are currently either banned or suspended.

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

[Return to open session]

A motion to move that consideration for the next Executive Director be continued until the next board meeting on January 17, 2018 in order for the board to collect more information as the information from the staff had not yet been provided to the board in order for us to make an intelligent decision was made by Ms. Freeman and seconded by Ms. Ferruzzi. All in favor; motion carried.

### **Trustee Comments**

## **Adjourn**

A motion to adjourn the meeting was made by \_\_\_\_\_ and seconded by \_\_\_\_\_. All in favor; motion carried. Meeting adjourned at 8:00pm.

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.