

Approved March 21, 2018

**Waukegan Public Library Board of Trustees
Minutes**

Wednesday, February 21, 2018
6:30 p.m. Board Room
128 N. County Street
Waukegan, IL 60085

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

Roll Call to Constitute a Quorum

Trustees present were: Ms. Sylvia England, Ms. Marge Ferruzzi, Ms. Rachelle Mendez, Ms. Jennifer Salazar, and Ms. Mary Stickels.

Trustees absent: Mr. Erick Rivera (with notice); Ms. Jean Smith (with notice.)

Mr. Larry McShane joined the meeting at 6:55 p.m.

Also present were: Ms. Selina Gomez-Beloz, Executive Director; Mr. Doug Stiles, Library Counsel; Mr. David Villalobos, City Council Liaison; Ms. Heidi Smith, Assistant Director; Ms. Betsy Jung, Controller; Ms. Debra Jordan, HR Manager; Ms. Amanda Civitello, Marketing & Communications Manager; Ms. Alicia Garcia, Development Manager; WPL staff members Mr. Josh Anderson and Ms. Patti Turner.

Agenda

A motion to approve the Agenda for Waukegan Public Library Board of Trustees Meeting of February 21, 2018 was made by Ms. Ferruzzi and seconded by Ms. Salazar. All in favor; motion carried.

Minutes

A motion to approve the Minutes for Waukegan Public Library Board of Trustees Meeting of December 20, 2017 (Open Session) was made by Ms. Mendez and seconded by Ms. Ferruzzi. All in favor; motion carried.

A motion to approve the Minutes for Waukegan Public Library Board of Trustees Meeting of January 17, 2018 (Open Session) was made by Ms. Mendez and seconded by Ms. Ferruzzi. All in favor; motion carried.

Public Comments

None.

Friends of the Waukegan Public Library Report

Ms. Civitello reported good turnout for Silver Strings Valentine's Concert in February. The Friends' next book sale is April 14-15. April 29 is the Friends' Annual Meeting.

Waukegan City Council Liaison

Mr. Villalobos reported Ms. Gomez-Beloz's introduction as WPL's new Executive Director to City Council.

Waukegan Public Library Foundation Report

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Ms. Garcia reported donors contributed \$40,000+ in 2017. Waukegan Public Library Board of Trustees and Waukegan Public Library Foundation Board members (19 in all) collectively gave \$5,000. Volunteer recognition will be held end of April and is currently being organized.

Controller's Report

Ms. Jung reported debt payment in full; next payment due in June.

Motion to Approve December 2017 Summary of Disbursements carried unanimously by roll call.

Motion to Approve January 2018 Summary of Disbursements carried unanimously by roll call.

Director's Report

Ms. Gomez-Beloz attended a Waukegan city department head meeting. Budget/Audit report to remain the same for FY2019. Ms. Jung met with City staff for audit plan to begin in June and conclude in August.

2020 census reporting may be available on-line and the City will be preparing for census taking in the next year. Ms. Gomez-Beloz will be in contact with Susana Figueroa at City offices to discuss using the library as a resource for data collection.

Ms. Gomez-Beloz will begin having her report inserted in agenda/meeting handouts and would like to review the current format with Ms. Stickels and Ms. Salazar. Ms. Gomez-Beloz plans to complete the move to Waukegan first weekend in March.

President's Report

Ms. Stickels asked for nominations to fill the VP position due to Ms. Freeman's recent resignation. Ms. Salazar offered to fill the position. A vote was called and all attending members agreed to her assuming the VP position.

Committee assignments and suggested changes to descriptions were handed out. Committee chair persons to call meeting for discussions. Statute dictates revisions to Bylaws must be must be addressed as a Policy change before acting on updates to committee descriptions.

Discussion and Action Agenda

Ms. Gomez-Beloz addressed policy revisions for Operating Policy and Internet Access Policy. Changes to Operating Policy were tabled until March meeting to allow for further editing.

Motion to approve Internet Access Policy - motion by Ms. Salazar and seconded by Ms. Mendez. All in favor; motion carried.

2019 budget - Ms. Gomez-Beloz will continue to work with Controller (and others) to get budget prepared for approval at March meeting.

Trustee Comments

Ms. England attended the legislative breakfast. Ms. England also attended the trustee forum on Feb 17 with Ms. Heidi Smith. She provided the board with handouts and spoke to the training she received. She felt it was very beneficial.

Adjourn

A motion to adjourn the meeting was made by Ms. Salazar and seconded by Ms. Ferruzzi. All in favor; motion carried. Meeting adjourned at 7:10 p.m.