

Waukegan Public Library Board of Trustees

Minutes

Wednesday, March 21, 2018

6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:30pm

II. Roll Call

Trustees present: Ms. Sylvia England, Mr. Lawrence McShane, Mr. Erick Rivera, Ms. Rachelle Mendez, Mr. David Villalobos, Ms. Jean Smith, Ms. Marge Ferruzzi,

Also present were: Ms. Selina Gomez-Beloz, Executive Director, Ms. Betsy Jung, Controller, Ms. Heide Smith, Assistant Director, Ms. Amanda Civitello, Marketing and Communications Manager, Ms. Patti Turner, Administrative Assistant and Mr. Josh Anderson, Adult Literacy Coordinator

Trustees absent: Ms. Jennifer Salazar (with notice) and Ms. Mary Stickles (with notice).

III. Agenda and Minutes

A motion to approve the Agenda for WPL Board of Trustees Meeting of March 21, 2018 was made by Ms. Sylvia England and seconded by Ms. Marge Ferruzzi.

A motion to approve the minutes of the WPL Board of Trustees Meeting of February 21, 2018 was made by Mr. Lawrence McShane and seconded by Ms. Marge Ferruzzi. Mr. Erick Rivera abstained.

IV. Controller's Report

A motion to approve was made by Ms. Sylvia England and seconded by Ms. Rachelle Mendez. All in favor, motion carried.

V. Director Report

The Directors Report is part of the Board Packet. Below are comments beyond the information in the board packet.

My intention is to sign signature cards for banks.

I hope to finish moving this weekend.

VI. President's Report

None

VII. Foundation Report

Ms. Alicia Garcia and Ms. Selina Gomez-Beloz spent time with the Board and shared their expectations and needs to move forward. They are working on a date to meet with Mr. Octavius Hayes, the new president.

VIII. Friends Report

The spring book sale is April 13-14 and help setting up is needed. The annual Friends meeting is on April 29.

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IX. City Liaison Report

Mayor Sam Cunningham welcomed Selina.

There will be a public budget meeting on April 7 from 9:00-11:00am at the Bonnie Brook Golf Club.

The City Council meeting is on April 9, from 5:00-7:00pm.

The budget goes public on Friday

X. Committee Reports

None

XI. Department Reports

Ms. Heidi Smith provided reports on five departments: Customer Service and Inventory, Collections, Reference, Children's and Education and Literacy.

Each month a department will present information.

XII. Unfinished Business

- a. Operating Policy tabled again, there was not enough time. When work on this is finished, it will be presented.

XIII. New Business/Action Agenda

- a. Motion to approve FY2019 Budget
Motion approved by Ms. Marge Ferruzzi and seconded by Ms. Sylvia England
- b. Planned wage increases for staff
Technically no motion is needed, but a vote of support was made for 2% COLA for all staff.
- c. Ray Bradbury Collection Policy (held off until April)

XIV. Announcements/Trustee Comments

Motion to hold Executive Session Motion approved by Ms. Jean Smith and seconded by Mr. Lawrence McShane. Executive Session opened at 8:08pm and adjourned at 8:15pm.

Motion to return to regular session at 8:15pm, approved by Ms. Sylvia England and seconded by Mr. Lawrence McShane

XV. Public Comment – Comments limited to three minutes.

None

XVI. Adjourn

Motion to adjourn the meeting was made by Ms. Jean Smith and seconded by Ms. Marge Ferruzzi. The meeting adjourned at 8:16pm.