

Approved June 20, 2018

Waukegan Public Library Board of Trustees

Minutes

Wednesday, April 18, 2018

6:30 p.m. 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. Jennifer Salazar, Ms. Marge Ferruzzi, Ms. Rachelle Mendez, Mr. Erick Rivera and Ms. Sylvia England.

Trustees absent: Ms. Mary Stickles (with notice); Ms. Jean Smith (with notice); Mr. Lawrence McShane (with notice).

Also present were Ms. Selina Gomez-Beloz, Executive Director; Ms. Gale Graves, Education and Literary Services Manager; Ms. Debra Jordan, HR Manager; Ms. Betsy Jung, Controller and Ms. Amanda Civitello, Marketing and Communications Manager

III. Agenda and Minutes

A motion to approve the Agenda for WPL Board of Trustees Meeting of April 18, 2018 was made by Ms. Sylvia England and seconded by Ms. Marge Ferruzzi. All in favor, motion carried

March minutes will be approved in April

IV. Controller's Report

The fiscal year ends 4/30/2018. The FY2019 budget was approved at the City Council meeting. We had a surplus of \$430,000 through March. We spend about 350,000 a month. In May/June we will receive our first tax disbursement and the second will come in September

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

V. Directors Report

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

Ms. Marge Ferruzzi completed OMA Training in December of 2017

The Laconi Annual Trustee Banquet is being held on Friday, May 18th from 6-9pm. Ms. Selina Gomez-Beloz and Ms. Jennifer Salazar will be attending. The speaker is John Chrastka, Executive Director and Founder of EveryLibrary.

VI. President's Report

None

Approved June 20, 2018

Waukegan Public Library Board of Trustees

Minutes

Wednesday, April 18, 2018

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

VII. Foundation Report

None

VIII. Friends Report

The book sale raised \$810.00.

A donation of \$825.00 was made to the library in memory of Jerry Wiatrowski (a patron); he will be honored at one of the upcoming concerts.

The annual Friends of the Library meeting will be held on 4/29 in the Bradbury Room.

IX. City Liaison Report

None

X. Committee Reports

Governance Board had some minor changes to the bylaws; some terms were fixed.

It was determined to keep use the term "their" in the bylaws since it is gender neutral.

The goal is to get policies out to the board every other month.

XI. Department Reports

Ms. Gale Graves, Education and Literacy Services Manager, provided an overview of the services provided by the Education and Literacy Services Department.

Librarians are embedded in the program.

We help patrons to become users and readers at the library.

The services are free and they fill a service gap.

We help to remove barriers.

People go to CLC to take their tests where they have to pay for that service.

The services provided are tax dollars at work.

We assist 900 students per year.

Currently there are 5 full time staff, 1 Americkorps Member, 65 volunteers and 1 trainee.

XII. Unfinished Business

Bylaw Revisions

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

Ray Bradbury Collection Policy

A motion to approve was made by Ms. Sylvia England and seconded by Mr. Erick Rivera. All in favor; motion carried.

Operating Policy

On hold

Approved June 20, 2018

Waukegan Public Library Board of Trustees

Minutes

Wednesday, April 18, 2018

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

XIII. New Business/Action Agenda

A motion to approve the Non-resident fee of \$125.00 was made by Ms. Marge Ferruzzi and seconded by Ms. Sylvia England. All in favor; motion carried.

XIV. Announcements/Trustee Comments

Ms. Jennifer Salazar commented on the impressive staff at the book sale. Patrons were treated well by everyone. They did a great job. She is always impressed by the staff.

Ms. Marge Ferruzzi thanked everyone, on behalf of the friends, on the help with the book sale.

Ms. Sylvia England agreed and noted the great customer service.

XV. Public Comments

None

XVI. Adjourn

A motion to adjourn the meeting was made by Ms. England and seconded by Mr. Rivera. All in favor; motion carried. The meeting adjourned at 7:25pm.