

Approved June 20, 2018

Waukegan Public Library Board of Trustees

Minutes

Wednesday, May 16, 2018

6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:32pm

II. Roll Call

Trustees present: Ms. Mary Stickles, Ms. Jennifer Salazar, Ms. Marge Ferruzzi, Mr. Larry McShane, Mr. Erick Rivera, Ms. Sylvia England, Ms. Rachelle Mendez and Ms. Jean Smith

Also present were: Ms. Selina Gomes-Beloz, Executive Director, Ms. Alicia Garcia, Development Manager, Ms. Betsy Jung, Controller, Ms. Amanda Civitello, Marketing and Communications Manager and Ms. Susan Royer, Executive Assistant

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees May 16, 2018 meeting was made by Ms. Jean Smith and seconded by Ms. Sylvia England. All in favor, motion carried.

IV. Controller's Report

The fiscal year ended April 30, 2018. The numbers are not final and we are looking at accruals for the audit. We still think there will be a surplus. There was \$1.7 million in the bank the end of April and that includes our CD's. Ninety five percent of our budget has been spent and currently there is a \$113,000 surplus.

A motion to approve April 2018 disbursements was made by Ms. Jennifer Salazar and seconded by Ms. Sylvia England. All in favor, motion carried. The Controller's report was approved as part of the motion to approve disbursements.

V. Director Report

The Director's Report is part of the Board Packet. Below are comments beyond the information in the packet.

Staff Committees were highlighted in the report. Ms. Selina Gomez-Beloz will pull together a list of all the staff committees to share with the board.

Ms. Selina Gomez-Beloz participated in an immigrant summit hosted by LARK. She was part of a panel and discussed services for immigrants provided by the library.

VI. President's Report

None

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VII. Foundation Report

The volunteer appreciate day was a success. We had 84 people attend the event and the volunteers were given a special pin.

Last year we were give an anonymous donation of \$5,000 for the branch. We stretched the donation as far as we could. Upgrades included the purchase of two iPad Pros (we are in the process of working on usage policies for the iPads), new signage, track lighting, a new workspace and painting. Chuck Rizzio, facilities Manager, and his team painted and did the installations to save dollars.

The foundation is planning an after-hours event on Saturday July 21 from 6:00-8:00pm. The event will be held in conjunction with ArtWauk. More information to come as well as invitations.

There are now seven Foundation Board Members and we are halfway to the \$175,000 goal for the ray Bradbury Statue.

<http://www.chicagotribune.com/suburbs/lake-county-news-sun/news/ct-lns-ray-bradbury-statue-fund-st-0504-story.html>

VIII. Friends Report

Two new directors were added to the board, Mr. Al Caldwell and Ms. Lourdes Mordini. Mr. Al Caldwell was elected president.

At the end of FY18, the Friends had \$10, 253.00 in the bank. The Friends support story telling at the Genesee Theater and \$2,000 went towards that.

The summer concert series begins on June 1 at noon. Thanks to the Friends for supporting our concert series.

Donations of \$900.00 were received by the library in memory of Jerry Wiatrowski, a longtime patron and concertgoer.

IX. City Liaison Report

None

X. Committee Reports

None

XI. Department Reports

None

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XII. Unfinished Business

a. Operating Policy revisions (on hold)

The policy revisions will stay on hold. The goal is to get document drafts to the Governance Committee for review as they are revised before presenting to the board.

XIII. New Business/Action Agenda

a. Board emails

b. Budget savings

We have cancelled services with Unique and West Insurance and are looking for savings for next year's budget. Our hope is not to spend the approved \$150,000. We are looking at savings for next year's budget by looking at policies and procedures.

c. Board orientation, Saturday, July 28, 2018

We are working on adapting previous board orientation packets and will set a time for the training.

d. Board recruitment

This was Mr. Erick Rivera's last board meeting. He was thanked by all for his service.

We now have two vacancies to fill and are looking for new members. Interested candidates need to submit their resumes to the Mayor for consideration.

XIV. Announcements/Trustee Comments

Mr. Erick Rivera thanked the board for the opportunity to serve. He also thanked Ms. Mary Stickels and Ms. Claudia Freeman for their support.

Ms. Jean Smith asked what committee she was a part of and who the board Vice President was.

Ms. Sylvia England was thanked for her support of the Juneteenth event.

XV. Public Comment – Comments limited to three minutes.

None

XVI. Adjourn

Motion to adjourn was made by Ms. Jennifer Salazar and seconded by Ms. Marge Ferruzzi, All in favor; motion carried. The meeting adjourned at 7:28pm.

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