

Waukegan Public Library Board of Trustees

Minutes

Wednesday, June 20, 2018, 6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:31pm

II. Roll Call

Trustees present: Ms. Mary Stickels, Ms. Jennifer Salazar, Ms. Rachelle Mendez, Ms. Sylvia England, and Mr. Gilberto Colin.

Also present were: Mr. David Villalobos; Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director; Ms. Alicia Garcia, Development Manager; Ms. Debra Jordan, HR Manager; Ms. Betsy Jung, Controller; Ms. Amanda Civitello, Marketing and Communications Manager; Mr. Patrick Toto, Children's Manager, and Ms. Susan Royer, Executive Assistant.

Trustees absent: Ms. Marge Ferruzzi (with notice), Mr. Larry McShane (with notice), Ms. Jean Smith (with notice).

III. Agenda and Minutes

A motion to approve the Agenda for the WPL Board of Trustees meeting of June 20, 2018 was made by Ms. Jennifer Salazar and seconded by Ms. Rachelle Mendez. Motion passed.

A Motion to approve the minutes of the WPL March 21, 2018 meeting was made by Ms. Jennifer Salazar and seconded by Ms. Rachelle Mendez. Motion passed.

A motion to approve the minutes of the WPL April 18, 2018 meeting was made by Ms. Jennifer Salazar and seconded by Ms. Sylvia England. Motion passed.

Motion to approve the minutes of the WPL May 16, 2018 meeting was made by Ms. Rachelle Mendez and seconded by Ms. Jennifer Salazar. Motion passed.

IV. Controller's Report

The Library has received half of the promised revenue in the amount of \$2,000,000 and we still have \$1,000,000 in CD's. Currently there is a surplus of \$109,000.

Audit planning has begun and the auditors will be out at the end of July or beginning of August.

A motion to approve the May 2018 disbursements was made by Ms. Jennifer Salazar and seconded by Ms. Rachelle Mendez. All in favor, motion carried.

V. Director Report

The Directors report is part of the Board Packet.

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VI. Services Report

The Services Report provided by Mr. Jon Gaskill has been added as part of the monthly Board Agenda. He provided an overview of his first weeks and shared updates from Services.

Mr. Jon Gaskill sat in on Excel classes provided by the Literacy Department. Graduates receive certificates and are entered into a drawing that awards the winner a refurbished computer we receive from donors.

The Young Adults program will be opening “the Corner” at the beginning of August. This area will feature teen books and modular workstations. YA services provide high school students with leadership skills, college/career readiness and coding classes are also being offered.

The city is providing free parking for concertgoers during our summer concert series

VII. President’s Report

Ms. Mary Stickels introduces and welcomed Mr. Gilberto Colin to the Board.

She also provided a reminder to all Board Members to become members of the Friends of the Library; it only costs \$10.00.

Ms. Mary Stickels also commented on the new ELC and praised the work done.

VIII. Foundation Report

Ms. Alicia Garcia provided information on the upcoming Libations for Literacy event being held in conjunction with ArtWauk on Saturday, July 21 from 6-8:00pm. The goal of this event is to make people aware of all the services the library provides.

There are currently seven members on the Foundation Board, so there are still openings to fill.

The Ray Bradbury Statue Committee recently received a donation from Actor, Neil Flynn for \$10,000. The committee reached out to him and he responded with a check.

IX. Friends Report

The Friends of the Library raised \$800.00 in May. They typically raise about \$10-12,000 per year. The concert attendance has been strong.

They are encouraging people to sign up for the Summer Reading Program during the concerts. For each book read, patrons receive one entry into a prize raffle.

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X. City Liaison Report

Mr. David Villalobos commented on the ELC opening during the City Committee Meeting.

He also is in support of the SB35 Immigration Safe Zones Act, and will partner with the city to announce this and will reach out to former Community Liaison Administrator, Susana Figueroa.

Mr. David Villalobos lent his support of the free 2-hour parking for patrons attending the summer concert series.

XI. Committee Reports

None

XII. Department Reports

Mr. Patrick Toto provided an overview of services provided by the Children's Department. Children's provides services to children from early childhood to eighth grade. They currently have seven people on staff.

The Children's department has a summer reading program in addition to a variety of other summer programs. The Robotics showcase is coming up and they are already discussing the Bus to Us program for the fall. There is also a Babies and Books program that introduces a very early introduction to books.

XIII. Unfinished Business

The Board orientation is scheduled for Saturday, July 28, 2018 in the Bradbury Room from 9:00-3:00pm.

XIV. New Business/Action Agenda

None

XV. Announcements/Trustee Comments

Ms. Jennifer Salazar commented on information covered at the Laconi banquet she attended in May, advocating that people do not need to use the library services to support the library. Supporting the library is supporting the community.

Ms. Sylvia England thanked the Library for their support of the Juneteenth event and the staff overall, for all that they do. She has been to many libraries for research and the WPL is far the best.

Ms. Mary Stickels welcomed Mr. Jon Gaskill to the library and thanked the library staff.

Approved July 18, 2018

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Mr. Gilberto Colin stated he was grateful for the opportunity to serve on the Board of Trustees.

XVI. Public Comment – Comments limited to three minutes.

XVII. Adjourn

Motion to adjourn the meeting was made by Ms. Jennifer Salazar and seconded by Ms. Rachelle Mendez. The meeting adjourned at 7:31pm.