

## Minutes

### Waukegan Public Library – Board of Trustees Meeting

Wednesday, July 18, 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 Stickels, Ms. Marge Ferruzzi, Ms. Rachelle Mendez, Mr. Larry McShane, and Ms. Jean Smith.

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; Ms. Kyle Shaub, IT Manager, and Ms. Susan Royer, Executive Assistant.

Trustees absent: Ms. Jennifer Salazar (with notice), Mr. Gilberto Colin (with notice), and Ms. Sylvia England (with notice).

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees July 18, 2018 meeting was made by Ms. Marge Ferruzzi and seconded by Mr. Larry McShane. Motion passed.

Motion to approve the minutes of the WPL June 20, 2018 meeting was made by Ms. Rachelle Mendez and seconded by Ms. Jean Smith. Motion passed.

IV. Controller's Report

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

Roll Call

Motion to approve June 2018 disbursements was made by Mr. Larry McShane and seconded by Ms. Jean Smith. Motion passed.

V. Director Report

The Directors Report is part of the Board Packet

VI. Services Report

Mr. Jon Gaskill recently spoke at Wednesday's meeting of Department Heads. He talked about the services like health screenings, homebound services, and computer classes provided by the library to people who might otherwise fall through the cracks. For some of our patrons we are their only social network, otherwise they are on their own.

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VII. President's Report

A reminder that we need bio's for the library webpage from Ms. Jean Smith, Mr. Larry McShane and Mr. Gilberto Colin. Please provide to Ms. Susan Royer.

VIII. Foundation Report

A reminder to the board about the upcoming "Libations for Literacy" event on Saturday, Saturday, July 21. Local brewers and businesses have donated food and beverage for the event. A list of donators will be provided to the board. The goal of this event is to grow support for the Foundation.

We received a donation from Uline for \$1,000. The last time they gave a donation was in 2008 for \$50.00.

IX. Friends Report

The friends have a new fixture for the lending library at the train station.

Last year there were about 1300 visitors to the concert series. We are averaging 75-100 people, per concert, so far this year. They average \$90.00 a week in proceeds.

The July 27 concert will be dedicated to the memory of Jerry Wiatrowski's (a former patron). They are working with the band, Dixieland Jazz Cats, to add songs that meant something to Jerry.

X. City Liaison Report

None

XI. Governance Committee Report

The Governance Committee reviewed the revised policies listed in section XIV (New Business/Action Items) during the Wednesday, July 11, 2018 meeting.

XII. Department Reports

Ms. Kyle Shaub, IT Manager, provided information to the board on the setup and use of their WPL email accounts and offered her support.

She also provided an overview of the IT department and the services they provide to the library staff and patrons.

- New WIFI was recently installed throughout the library and the branch.
- We currently have 189 computers in the library, 78 of these are used by staff and 111 by patrons, and of the 111; 42 are in lab classrooms.
- Last fiscal year just under 50,000 patrons utilized the computers.

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- XIII. Unfinished Business
  - a. Board retreat, Saturday, July 28, 2018
  
- XIV. New Business/Action Agenda
  - a. Governance Committee Report
  - b. Motion to approve policies
    - i. Operating Policy
    - ii. Library Cards
    - iii. Public Posting and Exhibits
    - iv. Fines and Fees
    - v. Credit Card Policy
    - vi. Use Agreement

Motion to approve the revised policies was made by Ms. Marge Ferruzzi and seconded by Mr. Larry McShane. Motion passed.

- XV. Announcements/Trustee Comments
  - Ms. Marge Ferruzzi commented on the great articles Ms. Amanda Civitello has been getting in the newspaper.
  
- XVI. Public Comment – Comments limited to three minutes.
  - None
  
- XVII. Adjourn
  - Motion to adjourn the meeting was made by Ms. Jean Smith and Seconded by Mr. Larry McShane at 7:50PM.