

Minutes

Waukegan Public Library – Board of Trustees Meeting

Wednesday, August 15, 2018, 6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:35pm

II. Roll Call

Trustees present: Ms. Marge Ferruzzi, Ms. Rachele Mendez, Mr. Larry McShane, Ms. Chetara Jenkins, and Ms. Sylvia England (arrived at 6:45pm).

Trustees absent: Ms. Mary Stickels, Ms. Jean Smith, Ms. Jennifer Salazar, and Mr. Gilberto Colin.

Also present were: 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. Janet Wigodner, Reference Manager, and Ms. Susan Royer, Executive Assistant.

Ms. Chetara Jenkins was welcomed to the Board.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees August 15, 2018 meeting

Motion to approve the minutes of the WPL July 18, 2018 meeting

There was not a quorum present at this time. No motion taken.

IV. Controller's Report

We are one quarter of the way done with this fiscal year and as of the end of July, we have received 53% of the budgeted tax revenue. We have approximately \$3,000,000, including \$1,000,000 invested in CD's.

The audit for the Foundation is almost complete and the audit for the Library is in process.

V. Finance Committee Report

Roll Call

The plan going forward is for the Finance Committee to meet at 6:00pm in the Board Room prior to the actual Board Meeting to review Controllers Report and disbursements.

Motion to approve July 2018 disbursements

There was not a quorum present therefor the motion to approve the July disbursements will be held over for the September Board Meeting.

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- VI. Director Report
The Directors Report is part of the Board Packet
Update: The open custodial position has been filled.
- VII. Services Report
Mr. Jon Gaskill provided handouts to the Board updating them on the current events happening at the Library.
- VIII. President's Report
None
- IX. Foundation Report
The Libations for Literacy event went well. We netted just under \$600.00 and over 100 people attended the event.

The Foundation is looking at hosting a new event in October, possibly in conjunction with The Waukegan Art Council.
- X. Friends Report
The Friends are downsizing the book sales. They are looking for people to volunteer outside of the book sale, possibly supporting the Bradbury Collection and tutoring.

October 19-20 the Friends will host the book sale in Classrooms A&B.

This will be the 13th year of Storytelling. This year we are teaming up with the Waukegan Arts Council and the events will be held in a more intimate gallery space. Stories will be told in the Urban Edge gallery housing the Migrant Quilt Project.
- XI. City Liaison Report
None
- XII. Governance Committee Report
None
- XIII. Department Reports
Ms. Janet Wigodner presented an overview of the Reference and Reader Services. She shared success stories and highlights of the programs.

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- XIV. Unfinished Business
- a. Board Retreat survey
Surveys were passed out and trustees were encouraged to complete
 - b. Liaison to the Foundation
 - c. Board packet format discussion

Ms. Sylvia England volunteered to be the Liaison to the Foundation

Trustees were asked preferences for receiving Board Packets (printed, email or posted to Trustee site), and asked to tell us their preference.

- XV. New Business/Action Agenda
- a. Trustee moments - None
 - b. Budget calendar

The Budget Planning Calendar was provided to the attending Trustees. Once a draft working Budget is prepared, in early January 2019; it will be shared with the Finance Committee for review and then to the Board of Trustees.

- XVI. Announcements/Trustee Comments

Ms. Marge Ferruzzi recently visited the YA Center and commented on how good it looks. She also suggested the Library sponsor a Taste of Waukegan event, since Waukegan has always been a community of immigrants.

Mr. Larry McShane stated his favorite place in the Library is the new book section and how well placed it is in the Library.

Ms. Sylvia England thanked the Library for the Trustee Retreat and welcomed Ms. Chetara Jenkins to the Board. She also shared that she recently attended the African American Civil War Museum in Washington DC and will be bringing some books to share.

- XVII. Public Comment – Comments limited to three minutes.
None

- XVIII. Adjourn
The meeting adjourned at 7:54PM (no motion).