

Minutes

Waukegan Public Library – Board of Trustees Meeting

Wednesday, October 17, 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. Mary Stickels, Ms. Marge Ferruzzi, Ms. Rachael Mendez, Mr. Larry McShane, Ms. Sylvia England and Ms. Chetara Jenkins.

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

Also present were Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director, Ms. Debra Jordan, HR Manager, Ms. Alicia Garcia, Development Manager; Ms. Betsy Jung, Controller; and Ms. Susan Royer, Executive Assistant.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees October 17, 2018 meeting was made by Ms. Sylvia England and seconded by Ms. Chetara Jenkins. Motion passed.

Motion to approve the minutes of the WPL September 19, 2018 meeting was made by Ms. Rachael Mendez and seconded by Ms. Chetara Jenkins. Motion passed.

IV. Auditor's Report

An overview of the Auditors report was given. The Library received a Clean Unmodified Opinion, which is the highest that can be given.

A copy of the full report has been provided to the Board.

V. Controller's Report

We have 52% of the budget remaining and have received 97% of the tax revenue income. \$11,000 was spent on needed computer upgrades. A portion of this came out of the IT budget and the remaining \$6,000 from per capita funds.

Motion to approve September 2018 disbursements was made by Ms. Sylvia England and seconded by Mr. Larry McShane. Motion passed.

VI. Finance Committee Report

There was not a quorum for the Financial Committee meeting, no business was conducted.

VII. Director Report

The Directors Report is part of the board packet.

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VIII. Services Report

The Director and Assistant Director recently attend the ILA conference. It was a great opportunity for networking and with both attending; it provided the opportunity to attend more sessions.

Mr. Jon Gaskill provided an overview of the programming calendar for October as well as highlighted activities for Young Adults. He also announced we had our first graduate from On-line High School.

IX. President's Report

Ms. Mary Stickels thanked the Board for giving of their time. "We support the Library for the community and they are doing a heck of a job".

X. Foundation Report

The Foundation Board meeting was held last week. The Auditors report was provided and was also a very favorable report.

The funding for the Ray Bradbury Statue currently has \$89,420 in hand, with an additional \$21,000 in outstanding pledges.

Board Giving Update: \$2,500 has been received for five individual donors.

XI. Friends Report

None

XII. City Liaison Report

Parking lot B has been resurfaced and will be offered again as free parking for Library patrons attending upcoming concerts.

The Washington Street repairs should be completed mid-November.

XIII. Governance Committee Report

The Governance Committee did not meet. A meeting will be scheduled for November.

XIV. New Business/Action Agenda

a. Trustee moment

Trustee Facts File, Third Edition

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

The per Capita Grant requires a review. Need to read and be prepared for discussion during next Board meeting.

b. Budget update – timeline review

We have met with the city and talked about the value of the Library. If our levy does not rise, we may need to make cuts. We are looking at contracts to find savings.

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- c. CDBG update
The application for the \$10,000 services grant is ready to submit. It has the potential to benefit 500+ patrons.
 - d. Resolution to Create Capital Assessment Fund Discussion
The fund would be seeded with \$450,000. This money would be set aside for emergency projects. A draft of the Resolution will be sent to the Finance Committee for review.
- XV. Announcements/Trustee Comments
- From Ms. Jennifer Salazar: I just wanted to thank WPL for hosting such wonderful events for Hispanic Heritage Month. I attended the Children's Mariachi and it kindled my heart to see our students and culture so positively represented and supported by our community. Thank you. I would also again like to stress the importance of all Trustees' donating to the Foundation.
- Ms. Marge Ferruzzi had the opportunity to use Library services in a different way. She recently had a class reunion and was assisted by Jeanie and Diana to set up a link where she could share photos with classmates. Thank you Jeanie and Diana!
- Ms. Sylvia England thanked Ms. Betsy Jung for the work she did on the audit and for keeping our records in good shape and for assisting with the letter to the city requesting a budget levy.
- XVI. Public Comment – Comments limited to three minutes.
- Mr. David Villalobos announced the 10-year anniversary celebration of Waukegan to College this weekend at the Glen Flora Country Club.
- Ms. Debra Jordan shared information about the Staff Committee. They are focused on providing opportunities for staff to get involved in cultural events and opportunities to bring awareness, such as Breast Cancer awareness month.
- XVII. Adjourn
- Motion to adjourn the meeting was made by Ms. Mary Stickels and seconded by all.
Meeting Adjourned at 7:51 PM.