

## Minutes

### Waukegan Public Library – Board of Trustees Meeting

Wednesday, December 5, 2018, 6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:30pm

II. Roll Call

Trustees present: Ms. Mary Stickels, Ms. Marge Ferruzzi, Ms. Jennifer Salazar, Ms. Rachelle Mendez, Mr. Larry McShane, Ms. Sylvia England and Ms. Chetara Jenkins.

Trustees absent: 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. Fran Juergensmeyer, Collection Manager; and Ms. Susan Royer, Executive Assistant.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees December 5, 2018 meeting was made by Ms. Sylvia England and seconded by Mr. Larry McShane. Motion passed.

Motion to approve the minutes of the WPL October 17, 2018 meeting was made by Mr. Larry McShane and seconded by Ms. Marge Ferruzzi. Motion passed.

IV. Controller's Report

We have received 98% of the of the budgeted real estate tax revenue.

The Foundation made the first payment to the sculptor for the Ray Bradbury Statue on November 14.

Forecast for the FY18 and budget for FY19 are currently being worked on.

V. Finance Committee Report

The Controllers report was reviewed and determined to be standard, within range.

Motion to approve October 2018 disbursements was made by Ms. Jennifer Salazar and seconded by Mr. Larry McShane. Motion passed.

VI. Director Report

The Directors Report is part of the Board packet.

VII. Services Report

Mr. Jon Gaskill reviewed the homeless training Library Staff attended in early December. The training was provided by Ryan Dowd with the Homeless Training Institute, free of charge to the Library. This training provided Staff with tools to use when working with people experiencing homelessness in the community.

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Mr. Gaskill also provided a brief overview of events at the Library and asked the Board to invite people to attend upcoming events.

We are currently working on a new Marketing Plan for next year. The plan will be shared with the Board, once finalized.

#### VIII. President's Report

Ms. Mary Stickels commented on marketing for the WPL. She stated that readership for the Lake County News Sun is 50,000 however; the readership in Waukegan is minimal.

She suggested mailing postcards (bilingual) to patrons announcing events, or can we drop off flyers or mail them, and in general exploring other ways to market the Library services.

Ms. Mary Stickels also suggested that we share successes in the GED program with Aldermen where the patrons reside.

#### IX. Foundation Report

The contract for the statue has been signed. The committee is planning a celebratory event when the statue is complete. \$113,042.02 has been collected. Year-end appeals are going out soon.

Between the two Boards (Trustees and Foundation), 10 individuals have donated a total of \$3,775.00. This includes gifts to Literacy 2020 and the statue.

#### X. Friends Report

The Friends Amazon account is up and running.

The Valentines concert is scheduled for February 15.

#### XI. City Liaison Report

None provided

#### XII. Governance Committee Report

The Executive Directors evaluation form has been reviewed. Minimal changes were made to the document. The evaluation will be mailed to the Board of Trustees along with the Mission Statement and Job Description. An Executive Session will be held in February to review the evaluations.

Motion to approve the evaluation form was made by Mr. Larry McShane and seconded by Ms. Sylvia England. Motion carried.

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#### XIII. Department Reports

Ms. Fran Juergensmeyer, Collection Manager, provided an over view of her role at the Library and the responsibilities of Collection Management

- Ms. Juergensmeyer has been with the WPL for 22 years
- She leads a staff of 10, full and part time, staff members and one (1) volunteer
- Collections Management is responsible for selecting, purchasing, mending and withdrawing (weeding) of all materials used by the public
- Other departments, staff and the public weigh in on recommended materials
- Books that are withdrawn are go to the Friends for resale or Better World Books

#### XIV. New Business/Action Agenda

##### a. Trustee moment

Trustee Facts File, Third Edition

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

The Board was asked to review the Trustee Facts File during the holidays.

##### b. Resolution to Create Capital Assessment Fund Motion

Motion to table the Resolution to Create Capital Assessment Fund was made by Ms. Jennifer Salazar and seconded by Ms. Rachelle Mendez. Motion passed.

##### c. 2019 Library Closings

Motion to approve the 2019 closings was made by Ms. Rachelle Mendez and seconded by Ms. Marge Ferruzzi. Motion passed.

#### XV. Announcements/Trustee Comments

Ms. Jennifer Salazar requested a three (3) month Leave of Absence from the Board of Trustees due to a change in her class schedule. The leave was granted.

#### XVI. Public Comment – Comments limited to three minutes.

None

#### XVII. Adjourn

Motion to adjourn at 8:05pm. Motion passed.