

## MINUTES

### Waukegan Public Library – Board of Trustees Meeting

Wednesday, January 16, 2019, 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. Rachelle Mendez, Ms. Sylvia England, Ms. Chetara Jenkins, and Ms. Jean Smith.

Trustees absent: Ms. Jennifer Salazar (with notice), Mr. Larry McShane (with notice) and Mr. Gilberto Colin (without notice).

Also present were: Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director; Ms. Betsy Jung, Controller; Ms. Amanda Civitello, Marketing and Communications Manager; Ms. Esmeralda Maldonado, Inventory Manager; Ms. Susan Royer, Executive Assistant, and Mr. Al Caldwell, President of the Friends of the Library.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees January 16, 2019 meeting was made by Ms. Jean Smith and seconded by Ms. Sylvia England. Motion passed.

Motion to approve the minutes of the WPL December 5, 2018 meeting was made by Ms. Chetara Jenkins and seconded by Ms. Marge Ferruzzi. Motion passed.

IV. Controller's Report

We are eight months into the fiscal year and have received 99.5% of the budgeted real estate tax revenue. All expenditures are within range.

We currently have 3.1 million in the bank, including one million in CD's.

The Foundation made the second payment to the sculptor on December 20.

After discussion, a motion to approve November and December 2018 disbursements was made by Ms. Sylvia England and seconded by Ms. Jean Smith. Motion passed.

V. Finance Committee Report

There was no Quorum for the Finance Committee

The FY20 budget for next year is being worked on and the draft will go to the Board for review on February 8 for approval on February 21.

There are plans to simplify the Controller's report in the future.

VI. Director Report

The Directors report is part of the Board packet.

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#### VII. Services Report

Mr. Jon Gaskill provided an overview of January events at the Library as well as an update on processes for the Services team.

- We are streamlining the statistics gathering process.
- Room booking process has been updated, all customer service staff have been trained on the booking process
- The focus of the Services team for 2019 is customer service
- The book mobile collection has been dismantled and materials are bagged and ready for distribution to schools.

#### VIII. President's Report

Ms. Jennifer Salazar had offered her resignation to the board. The resignation letter has been accepted by the Board and a note has been sent to the Mayor to inform him.

#### IX. Foundation Report

There are currently 10 Foundation Board members. Mr. Steve Kolber recently joined the Board.

The Foundation will be hosting a series of fundraising tours of local breweries to raise awareness of the Library as a lead up to the Libations for Literacy event this summer.

#### X. Friends Report

The Friends Amazon project is up and running. They have recouped their initial investment and have made a profit of \$200.00 to date.

A Special Valentine's Day concert is scheduled for February 15.

The spring book sale will take place April 12-13.

The summer concert series will begin on June 7. Email Karina if you have any suggestions.

The winter reading program is in progress. The goal is to have 350 books read. The Board is encouraged to sign up for the program.

Mr. Al Caldwell stated the Friends appreciate the support of the Library staff. They are having training on Saturday for volunteers. If the Board knows of anyone who is interested, please have them contact the Friends via email.

#### XI. City Liaison Report

Congressman Brad Schneider's Satellite Office at the Waukegan City Hall is open every Tuesday and Wednesday.

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- XII. Governance Committee Report  
Ms. Rachelle Mendez distributed the Executive Directors evaluation packets to all Trustees. The completed evaluations are due back to Ms. Mendez by January 30.
- XIII. Department Reports  
Ms. Esmeralda Maldonado provided an overview her position as Inventory Manager at the Library as well as the functions of the Inventory Department.
- XIV. New Business/Action Agenda
- a. Trustee moment  
Trustee Facts File, Third Edition  
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>  
  
The Trustees reviewed chapters 6-11.  
Chapter 8 of the Illinois Core Standards was also provided to the Trustees
  - b. Resolution to Create Capital Assessment Fund Motion  
  
After discussion, a motion to table the Resolution for further discussion was made. Ms. Mary Stickels, Ms. Rachelle Mendez, Ms. Sylvia England, Ms. Chetara Jenkins, and Ms. Jean Smith voted in favor to table and Ms. Marge Ferruzzi voted against the motion.
  - c. ILA 2019 Presidents' Day Legislative Breakfast, Monday, February 18  
(Arboretum Club in Buffalo Grove)  
  
Invitations to attend the breakfast were extended to the Board.
- XV. Announcements/Trustee Comments  
None
- XVI. Public Comment – Comments limited to three minutes.  
None
- XVII. Adjourn  
Motion to adjourn at 8:37pm.