

## MINUTES

### Waukegan Public Library – Board of Trustees Meeting

Wednesday, April 17, 2019, 6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

- I. Call to Order
- II. The meeting was called to order at 6:40pm
- III. Roll Call  
Trustees present: Ms. Mary Stickels, Ms. Marge Ferruzzi, Ms. Rachael Mendez, Ms. Sylvia England and Mr. Larry McShane  
  
Trustees absent: Ms. Chetara Jenkins and Ms. Jean Smith (with notice)  
  
Also present were: Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director; Ms. Betsy Jung, Controller; Ms. Debra Jordan, HR Manager; Ms. Amanda Civitello, Marketing and Communications Manager, Ms. Alicia Garcia, Development Manager, Ms. Susan Royer, Executive Assistant, and Mr. David Villalobos, Alderman
- IV. Agenda and Minutes  
Motion to approve Agenda for WPL Board of Trustees April 17, 2019 meeting was made by Ms. Sylvia England and seconded by Mr. Larry McShane. Motion passed.  
  
Motion to approve the minutes of the WPL March 20, 2019 meeting, with one correction, was made by Ms. Sylvia England and seconded by Mr. Larry McShane. Motion passed.
- V. Finance Committee Report  
After review of the Controllers report (included in the Board packet), a motion to approve March 2019 disbursements was made by Mr. Larry McShane and seconded by Ms. Mary Stickels. Motion passed.
- VI. Director's Report  
The Director's report is part of the Board packet.
- VII. Services Report  
Mr. Jon Gaskill provided updates from the Services Department.
  - Preparation for the summer reading program, "It's Showtime at your Library" is underway. Mr. Patrick Toto, Children's Department Manager, will be visiting schools the first two weeks in May to provide information on the summer reading program and the second two weeks of May training will be provided to staff. In addition, Mr. Jon Gaskill and the Children's Department Staff will be attending training ahead of the Food Service summer program.
  - Mr. Gaskill also recently attended ATLAS Training for Assistant Directors and middle management. He attended some very enlightening sessions and thought it was a great opportunity.

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- The Services Team has done a great job assisting in staffing the reference desk during this period of being short staffed.
- We are a partner of Cool Learning Experiences Waukegan ([www.clewaukegan.org](http://www.clewaukegan.org)) and are hosting four training sessions.

#### VIII. President's Report

Ms. Mary Stickels commented on Sandy's retirement party and how nice it was to see the display of Sandy's accomplishments.

#### IX. Foundation Report

Ms. Alicia Garcia provided an update on fundraising efforts.

- The Valentine's Day mailing resulted in \$1,400.00 in donations.
- They are still tallying the results from the first Libations for Literacy event, 62 tickets were sold and it looks like a little under \$1,400.00 in profit. Three more events are planned for June, August and October.
- Friday May 3 is the Volunteer Appreciation Event.

#### X. Friends Report

- The friends hosted two special sales and made \$1,500
- The preliminary total for the spring book sale is \$800.00
- The Friends continue work on the Amazon project.
- A new volunteer application form is now online and it includes volunteers for the Friends.
- The Friends annual meeting is on Sunday, April 28 at 1:30pm.

#### XI. City Liaison Report

Mr. David Villalobos reminded us of the upcoming Census panel discussion on April 23. This was Mr. Villalobos' last meeting as he is leaving office on May 6.

#### XII. Governance Committee Report

The Governance Committee has not yet scheduled a meeting, but they are hoping to meet again soon.

#### XIII. Department Reports

Ms. Amanda Civitello, Communications and marketing Manager, provided an overview of the department. The overview included:

- Staff bio's
- Roles of Staff and Volunteers
- Tools and Channels
- Social Media Trends/Posts
- Press

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- Community Engagement
- Partnerships
- Literacy 2020 Goals and Results
- Special Events

XIV. New Business/Action Agenda

a. COLA Memo FY2019

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

XV. Motion to enter closed executive session pursuant to code 5 ILCS 120/2 (c) (1) was made by Ms. Mary Stickels and seconded by Ms. Rachelle Mendez. Motion passed.

XVI. Motion to end closed executive session and return to open session was made by Ms. Sylvia England and seconded by Ms. Marge Ferruzzi. Motion passed.

XVII. Announcements/Trustee Comments  
None

XVIII. Public Comment – Comments limited to three minutes.  
None

XIX. Adjourn  
Motion to adjourn at 8:25 PM.