

Minutes

Waukegan Public Library – Board of Trustees Meeting

Monday, May 13, 2019, 6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:31pm.

II. Roll Call

Trustees present: Ms. Mary Stickels, Ms. Marge Ferruzzi, Ms. Jean Smith, Ms. Chetara Jenkins, Ms. Rachelle Mendez, and Mr. Larry McShane.

Trustees absent: Ms. Sylvia England (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, Mr. Isaac Salgado, IT Technician, Ms. Pat Mallory, Friends of the WPL and Susan Royer, Executive Assistant.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees May 13, 2019 meeting was made by Ms. Marge Ferruzzi and seconded by Mr. Larry McShane. Motion passed.

Motion to approve the minutes of the WPL April 17, 2019 meeting was made by Mr. Larry McShane and seconded by Ms. Marge Ferruzzi. Motion passed.

IV. Email assistance/demo

Mr. Isaac Salgado provided a refresher course in configuring mobile devices and computers to access WPL trustee email.

V. Finance Committee Report

After review of the Controller's report (included in the Board packet), a motion to approve April 2019 disbursements was made by Ms. Jean Smith and seconded by Mr. Larry McShane. Motion passed.

VI. Director's Report

The Director's report is part on the Board Packet.

There was a discussion on the potential for making some changes to staff space to create additional space for patrons of the Library. One idea is to create a "Quiet Space" for patrons. We will be reaching out to design firms that specialize in Libraries to determine what is feasible.

The idea of updating Pat's corner was previously discussed and is still a consideration.

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VII. Services Report

Mr. Jon Gaskill shared information on upcoming programs at the Library. Highlights included were:

- Sandy Sherwood's public retirement celebration
- Therapy dogs on site for student taking finals
- Citizenship classes we are hosting in partnership with Mano A Mano

VIII. President's Report

No report was provided.

IX. Foundation Report

Ms. Alicia Garcia provided an update on fundraising activities and the Volunteer Appreciation Event.

- The first Libations for Literacy event made a little over \$1,300.00 (46 paid tickets were sold). We are looking for a location for the second event. There is a possibility of partnering with a new brewery/distillery coming to downtown Waukegan.
- The Volunteer appreciation event was a success. One hundred and fifty people were invited to celebrate the work our volunteers do and how much their support means to the Library.

X. Friends Report

- The Amazon online bookstore is averaging between \$350-400/month - that's in line with their physical book sale at the Library!
- The AV sale in March brought in \$1,500 and just under \$1,000 was from the book sale.
- New board members were elected at the April 28 annual meeting.
- The friends are supporting the summer concert series and have donated \$8,500 to the Library.
- Ms. Sandy Sherwood will be presented the Waukegan Pride Award on May 20.

XI. Governance Committee Report

The next Governance Committee meeting is on Wednesday, May 22 at 6:00pm.

XII. New Business/Action Agenda

a. Resolution to honor Sandy Sherwood

A motion to vote on the Resolution to honor Ms. Sandy Sherwood was made by Ms. Mary Stickels and seconded by Ms. Rachele Mendez. Motion passed.

b. Benefits discussion

Memos will be provided to the Board next month to address providing benefits to part-time staff, Parental leave and Vacation procedures.

In addition, to the above new business, we are putting together an RFP for Strategic Plan consultants.

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- XIII. Announcements/Trustee Comments
Mr. Larry McShane attended the LACONI Trustees banquet and found it very informative. Specifically the “Libraries as Influencers” presentation that highlighted the importance of libraries influence in the community.
- XIV. Public Comment – Comments limited to three minutes.
None
- XV. Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1) was made by Ms. Mary Stickles and seconded by Mr. Larry McShane at 7:40pm.
- XVI. Motion to end closed executive session and return to open session.
- XVII. Adjourn
Motion to adjourn at 8:45pm.