

MINUTES

Waukegan Public Library – Board of Trustees Meeting

Wednesday, July 3, 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. Sylvia England, Ms. Jean Smith, Ms. Chetara Jenkins, Ms. Rachelle Mendez, and Mr. Larry McShane.

Trustees absent: Ms. Marge Ferruzzi (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; Mr. Doug Stiles, Legal Counsel; Ms. Priscilla Resendiz, Reference Assistant, and members of the Bradbury Statue Committee.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees July 3, 2019 meeting was made by Ms. Sylvia England and seconded by Ms. Jean Smith. Motion passed.

Motion to approve the minutes of the WPL May 13, 2019 meeting was made by Ms. Sylvia England and seconded by Ms. Jean Smith. Motion passed.

IV. Finance Committee Report

None

A roll call to approve the May 2019 disbursements was made however; Ms. Jean Smith abstained. The motion to approve May 2019 disbursements is tabled until the next Board meeting due to Trustee questions on the new disbursement report format.

The Trustees requested more credit card detail in future reports.

V. Bradbury Statue Proposal

Mr. Richard Lee presented, on behalf of the Bradbury Statue Committee requesting of the Board additional funds, not to exceed \$30,000, for final additional work around the statute (i.e. lights and benching). Ms. Selina Gomez-Beloz stated funds would be taken out of the reserve budget.

Ms. Jean Smith asked how we would be reimbursed? Foundation fundraising comes back to the Library through the course of the year.

A motion to approve the proposed funding was made by Mr. Larry McShane and seconded by Ms. Sylvia England. Motion passed.

VI. Director's Report

The Directors report is part of the Board Packet. Topics discussed included:

- Status of vacant positions and those that had been selected

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- Ms. Mary Stickels asked questions why some positions were still on hold. Ms. Selina Gomez-Beloz explained that some of the payroll budget had to cover the Census position because it was not fully grant funded nor was one of the coordinator positions in Education and Literacy. Ms. Gomez-Beloz also mentioned the pending departures of several employees over the next two months.
- Ms. Mary Stickels stated she received a letter from the state giving us \$111K grant.
- Doug went back to budget report and stated it doesn't show how \$250K in Ed and Literacy was distributed and spent.
- The Board has requested more detail in the financial reports

VII. Services Report

Mr. Jon Gaskill provided an update on the summer lunch program hosted by the library.

VIII. President's Report

Ms. Mary Stickels informed all that Ms. Marge Ferruzzi resigned from the Board due to personal reasons. Ms. Jean Smith asked who would replace her. This has been tabled.

IX. Foundation Report

Ms. Alicia Garcia provided an update on the Foundation.

- Mr. David Villalobos has joined the Foundation Board.
- Informed of new Brewery event on August 3 in Highwood at Kings and Convicts Brewery. Cost of tickets is \$30.
- Another event is planned for December – more information to come.

X. Friends Report

Ms. Amanda Civitello was not available so Ms. Selina Gomez-Beloz provided an update from the Friends.

- The Health Department is now allowing baked goods to be sold by the Friends.

Trustees asked about the building of the new stage in the courtyard. Ms. Selina Gomez-Beloz stated permits have been approved. This stage is permanent and allows more space for patrons at summer concerts. The Board wants any capital improvement to Library to be approved by them prior to starting any project.

XI. Governance Committee Report

The Governance Committee had meeting and Ms. Selina Gomez-Beloz provided draft policies as a result of that meeting. The Board says they are not approved and wanted more time to review all policies to include Resolution No 2019-02. (Topic's tabled)

XII. New Business/Action Agenda

a. Policy Review (Tabled)

- i. Internet Access Policy
- ii. Emergency Succession Policy
- iii. Disposal Policy

b. Non-resident Fee Resolution

Motion to approve Non-resident Fee Resolution (Tabled)

For question or comments, please email the Board at wplboard@aukeganpl.info or visit the Board's website at www.waukeganpl.org/board-of-trustees. For assistance in accessing the meeting, contact 847-775-2551.

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c. Bradbury Statue Dedication – Early Closure Memo

Ms. Sylvia England asked why library closing at 2:00pm for Statue celebration and would any other public building close. Selina explained reasons why to set up and employees would continue to work their normal shift even if closed. Motion to approve was made by Ms. Sylvia England and seconded by Ms. Mary Stickels. Motion approved.

d. Per Capita Grant Update (Tabled for time)

e. Trustee OMA Training – reminder to Board

f. Trustee Facts File - Review of Chapters 12-14 (Tabled for time)

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

XIII. Announcements/Trustee Comments

- Ms. Jean Smith requested any information they have to read sent to them prior to the requirement date.
- Ms. Selina Gomez-Beloz reminded everyone of annual OMA training for Board members and to let her know when completed.
- Ms. Sylvia England thanks everyone for support of Juneteenth activities at the park and library.
- Ms. Chetara Jenkins expressed thanks for the newsletter mail out.

XIV. Public Comment – Comments limited to three minutes.

None

XV. The meeting was adjourned at 8:45pm