

## Minutes

### Waukegan Public Library – Board of Trustees Meeting

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

128 N County Street, Waukegan, IL 60085

#### I. Call to Order

The meeting was called to order at 6:34pm

#### II. Roll Call

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

Also present were: Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director; Ms. Debra Jordan, HR Manager; Ms. Amanda Civitello, Marketing and Communications Manager; Ms. Anna Guthman, Business Office Manager; Mr. Doug Stiles, Legal Counsel; Ms. Susan Royer, Executive Assistant; Ms. Priscilla Resendiz, Reference Assistant, along with members of the WPL Young Adults Leadership Council; Ms. Pat Mallory, Friends of the Library; and Mr. Tom (last name inaudible) a WPL Patron .

#### III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees July 17, 2019 meeting was made by Ms. Jean Smith and seconded by Ms. Sylvia England. Motion Passed.

Motion to approve the minutes of the WPL July 3, 2019 meeting was made by Mr. Larry McShane and seconded by Ms. Sylvia England. Motion passed

#### IV. Finance Committee Report

None

A discussion on updated financial reporting brought up a request for more detail on line items to make them clearer. We will look into changes to the report and what can be done with our current software to accommodate this request.

A motion to approve May 2019 disbursements was made by Mr. Larry McShane and seconded by Ms. Sylvia England. Motion passed.

A motion to approve June 2019 disbursements was made by Mr. Larry McShane and seconded by Ms. Sylvia England. Motion passed.

#### V. Director's Report

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

## Minutes

### Waukegan Public Library – Board of Trustees Meeting

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

128 N County Street, Waukegan, IL 60085

Ms. Debra Jordan provided an overview of the recruiting/hiring process as well as a personnel status update. The status for open positions is as follows:

- Reference Manager – New manager starting 7/22
- Reference Librarian, in the process of setting up interviews
- Reference Assistant (two part time) – Interviews being conducted next week
- Children’s Reference Assistant – Waiting for manager to review/verify job description
- Customer Service Clerks (two part time) – Waiting for manager to review/verify job description

#### VI. Services Report

Mr. Jon Gaskill provided an update on some of the summer activities around the Library.

- This is the first year Summer Reading Program has gone “paper free” using our existing Beanstack software. It has been a huge success with prizes and badges awarded.
- We served over 600 lunches this summer. The program will conclude on August 19.
- The Juarez Middle School requested us to visit during their summer enrichment program to talk about the Library and the many resources we offer. They collected 100 applications for new library cards!
- The WPL has been hosting Cool Learning Experience in partnership with the First Baptist Church of Waukegan Children. This has been allowing children to have immersive learning experiences in the Library.

#### VII. President’s Report

None

#### VIII. Foundation Report

None

#### IX. Friends Report

Ms. Pat Mallory and Ms. Jan Howes are temporarily co-serving as President, while the current president is on a leave of absence. They have earned \$472.00 to date from the summer concert series. They are doing better now that they are allowed to sell homemade baked goods again. The Health Department has categorized them the same as farmers markets.

#### X. Governance Committee Report

The next Governance Committee meeting is scheduled for July 18, 2019.

## Minutes

### Waukegan Public Library – Board of Trustees Meeting

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

128 N County Street, Waukegan, IL 60085

#### XI. New Business/Action Agenda

- Waukegan Symphony performance memo  
A motion to approve opening early for Waukegan Symphony performance on February 22, 2020 was made by Ms. Rachelle Mendez and seconded by Ms. Jean Smith. Motion passed.

- Landscaping memo  
A motion to approve the landscaping plan was made by Mr. Larry McShane and seconded by Ms. Chetara Jenkins. Motion passed.

A roll call vote was taken: Ayes: Ms. Mary Stickels, Ms. Jean Smith, Ms. Chetara Jenkins, Ms. Rachelle Mendez, and Mr. Larry McShane. Nays: Ms. Sylvia England

There were concerns about the staging, the stage passed city inspection, but the board would like to see railings installed in certain areas. This has been under discussion with the Facilities Manager and solutions will be shared with the Board.

- Non-resident Fee Resolution  
Motion to approve the Non-resident Fee Resolution, with amendments, was made by Ms. Jean Smith and seconded by Mr. Larry McShane. Motion passed.

#### XII. Announcements/Trustee Comments

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

Ms. Priscilla Resendiz, Reference Assistant, was present with three members of the Young Adult Leadership Council (Dee Dee, Jill and Brandon). They attended the meeting to learn about service work. Ms. Resendiz stated they were proud of the Pride Award the Library was presented by the city. Mr. Tom (last name inaudible) commented on the good work of the Library staff.

#### XIV. Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1).

A roll call to adjourn to closed session was made. All in favor, motion passed.

#### XV. Motion to end closed executive session and return to open session.

#### XVI. Adjourn

Motion to adjourn at 9:55pm.