

**Waukegan Public Library Board of Trustees Meeting  
MINUTES**

Wednesday, November 15, 2017

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

**Call to Order**

The meeting was called to order by Vice President Claudia Freeman at 6:32pm. She welcomed Mr. Larry McShane, recently appointed by Mayor Cunningham to the Board of Trustees.

**Roll Call to Constitute a Quorum**

Trustees present were: Ms. Marge Ferruzzi, Ms. Claudia Freeman, Mr. Larry McShane, Ms. Rachelle Mendez, Mr. Erick Rivera and Ms. Jean Smith. Quorum established.

Trustees absent were: Ms. Sylvia England, Ms. Jennifer Salazar and Ms. Mary Stickels

Also present were: Mr. Richard Lee, Executive Director; Ms. Betsy Jung, Controller; Ms. Deb Jordan, Human Resources Manager; Mr. Doug Stiles, Library Counsel; Mr. Fred Lantz and Mr. Cyril Thomas, Sikich LLP; Ms. Kim Vander Yacht, Recording Secretary; Mr. David Villalobos, City Council Liaison (arrived at 6:38pm); and Mr. Josh Anderson, Adult Literacy Coordinator.

**Agenda**

Motion to approve Agenda for Waukegan Public Library (WPL) Board of Trustees November 15, 2017 meeting was made by Ms. Smith and seconded by Ms. Ferruzzi. All in favor; motion carried.

**Waukegan Public Library 2017 Audit Presentation**

Mr. Fred Lantz, auditor with Sikich LLP reviewed and summarized the auditors' report for WPL. He stated that a clean, unmodified opinion had been given to WPL. He mentioned that the Trustee's fiscal year ends on April 30<sup>th</sup> and the Foundation's fiscal year ends on December 31<sup>st</sup>. He suggested that the Foundation may want to consider changing their fiscal year to the same fiscal year end as the Trustees.

The Statement of Activities summarizes the total cost of providing services to the constituents of Waukegan. A change in net position means that we are either economically better off or worse off. This year there was a bit of loss due to pensions, amounting to \$150,000.

The Balance Sheet describes how much there is to fund next years' budget after paying last years' bills. \$1.6 million is what WPL ended up with for the year.

WPL brought in just shy of \$4.4 million in revenue and expenditures were \$4.3 million.

Mr. Lantz stated that Ms. Jung and the rest of the staff were very responsive in satisfying requests from Sikich. Mr. Lee also thanked Ms. Jung for her dedication and good work.

A motion to accept the Waukegan Public Library 2017 Audit was made by Ms. Ferruzzi and seconded by Mr. Rivera. All in favor; motion carried.

### **Minutes**

A motion to approve the minutes of WPL Board of Trustees October 18, 2017 special onboarding meeting was made by Mr. Rivera and seconded by Ms. Mendez. All in favor; motion carried.

A motion to approve the minutes of WPL Board of Trustees October 18, 2017 meeting was made by Mr. Rivera and seconded by Ms. Smith. All in favor; motion carried.

### **Controller's Report**

Ms. Jung reviewed the Summary of Disbursements for October 2017 and responded to questions. We have been through 50% of the budget, and there is \$3.8 million in the bank as of 10/31/17, which includes \$1,000.00 invested in CDs.

Roll call vote was taken to approve the October 2017 Summary of Actual vs Budgeted results. All in favor; motion carried.

### **Public Comments**

None

Claudia reminded Trustees of the annual giving campaign. On almost all current grant applications, one question that is always asked is whether or not all board members have given. It doesn't matter the amount they give; they just like to see 100% board participation.

### **Discussion and Action Agenda**

In regards to the per capita grant which we apply for every year, the Illinois State Library has various requirements for the library to fulfill. This year, they have asked the Trustees to have a discussion on chapters 1 through 5 of the Trustee Fact File. This grant is worth almost \$70,000.00. Mr. Lee asked Trustees to read the five chapters before the next board meeting in December and to come prepared to discuss them.

Ms. Freeman stated that Doug Stiles would be present for a portion of the closed session meeting.

A motion to evoke closed executive session 5 ILCS 120/2a was made by Ms. Smith and seconded by Ms. Ferruzzi at 6:24pm. All in favor; motion carried.

[Return to open session]

### **Adjourn**

A motion to adjourn the meeting was made by Ms. Smith and seconded by Mr. Rivera. All in favor; motion carried. Meeting adjourned at 9:04pm.