

## MINUTES

### Waukegan Public Library – Board of Trustees Meeting

Wednesday, August 21, 2019, 6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:35pm

II. Roll Call

Trustees present: Ms. Mary Stickels, Mr. Larry McShane, Mr. Josue Pasillas, Ms. Annette Darden, and Ms. Tatiana Amorella.

Trustees absent (with notice): Ms. Jean Smith, Ms. Sylvia England, Ms. Rachelle Mendez and Ms. Chetara Jenkins

Also present were: Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director; Ms. Debra Jordan, HR Manager; Ms. Anna Guthman, Business Office Manager; Mr. Victor Dixon, Reference Manager; Ms. Alicia Garcia, Development Manager; Mr. Doug Stiles, Legal Counsel; Ms. Susan Royer, Executive Assistant; and Ms. Pat Mallory, Friends of the Library.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees August 21, 2019 meeting was made by Mr. Larry McShane and seconded by Mr. Josue Pasillas. Motion passed

Motion to approve the minutes of the WPL July 17, 2019 meeting was made by Mr. Larry McShane and seconded by Ms. Mary Stickels. Motion passed

IV. Finance Committee Report

None

The Board requested that vendor Baker and Taylor be broken down to show what percentage is spent on Children's materials and Adult Materials. A report is kept to show this by the Collection Management and this can be shared with the board quarterly.

Motion to approve July 2019 disbursements was made by Mr. Larry McShane and seconded by Ms. Tatiana Amorella. Mr. Josue Pasillas abstained due to the fact he is acquainted with one of the vendors (a payment that was made to a summer concert band). Motion passed

V. Department Reports

Mr. Victor Dixon provided an overview of his first few weeks at the Library. He will be adding two new staff members at the beginning of September. Victor has been working with Ms. Diana Wence, Reference Assistant, on making more use of the YA space and has been planning for Hispanic Heritage month, African American History month and Asian History month.

VI. Director's Report

The Director's Report is part of the Board packet.

Ms. Debra Jordan provided a personnel update.

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#### Status of Vacant Positions:

##### Reference Librarian (1 Full-Time At 37.5 Hours)

- Ms. Rachel McMullen selected. Comes on board 9/9

##### Reference Assistants (2 Part-time at 24 hours)

- Interviews being conducted by Jon and Victor

##### Reference Assistant (2 Full-time at 37.5 Hours)

- Vanessa Harris selected as an internal candidate. Effective date is 9/2
- Cindy Hansen selected as an internal candidate. Effective date to be determined

##### Children's Reference Assistant (Full time at 37.5 Hours)

- Resumes being reviewed for qualifications

##### Customer Service Clerks (1-Full Time at 37 Hours and 2 Part-time at 16 Hours)

- Interviews are being scheduled this week

#### Losses:

- Two staff members are returning to school full time, one staff member is retiring, one staff member was offered a position at another library and we have two employees on FMLA.

#### VII. Services Report

Mr. Jon Gaskill provided an overview of the Services Team and his role to bring our new Board members up to date on his team and their roles.

#### VIII. President's Report

Ms. Mary Stickels thanked Ms. Alicia Garcia for the latest fundraising event and commented that it was a great event.

#### IX. Foundation Report

Ms. Alicia Garcia provided an overview of the Foundation and their roles in seeking sponsorships, donations and creating fundraising events. She also provided an update on the Kings and Convicts event; 37 people attended and they raised a little less than \$1,000.00.

The next Libations for Literacy event will be announced soon with save the date cards distributed. In addition, the Giving Campaign is held in September.

#### X. Friends Report

Ms. Pat Mallory provided an overview of the Friends role at the Library.

- The Friends sponsor the summer concerts; the 13-week concert series costs \$6,072.00 and all the funding comes from the Friends.

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- The Friends bake sale has made \$885.88 so far this season.
- There will be another fall concert on October 4 and they will be sending out postcards to announce the concert.
- The fall book sale will also be held in October 18-19.

#### XI. New Business/Action Agenda

- a. Officer Elections/Nominations, (President and Treasurer)  
Motion to table until September Board meeting was made by Ms. Mary Stickels and seconded by Mr. Larry McShane. Motion passed.
- b. Committee Assignments  
Tabled until September Board meeting
- c. Per Capita Grant Update  
According to the Secretary of State, the Per Capita Grant Checks are pending.
- d. ELC Plans – Discussion  
A rendering of the new ELC space was provided to the Board. The ELC will close on September 7 and there will be a grand opening celebration similar to last year.
- e. Trustee Facts File - Review of Chapters 12-14  
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>  
Trustees reviewed chapters 12-14.

In addition, one Trustee must take an educational training course around the topic of “Organizational Management” as required for the Per Capita Grant

- f. Census 2020 Update  
Ms. Selina Gomez-Beloz provided an overview of the Libraries role in the 2020 Census and the importance of the Census for the community. We are also looking at possible additional funding through a partner.
- g. Envisionware Memo  
A motion to table until September was made by Mr. Larry McShane and Ms. Annette Darden.

#### XII. Announcements/Trustee Comments

Mr. Larry McShane recognized Ms. Amanda Civitello for all her work on the Bradbury Sculpture unveiling and providing him with brochures to hand out promoting the event.

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

None

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- XIV. Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1).  
Cancelled  
Motion to adjourn open session made by Mr. Larry McShane and seconded by Ms. Mary Stickels. Motion passed.
- XV. Adjourn - Motion to adjourn at 8:42 PM.

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