

## MINUTES

### Waukegan Public Library – Board of Trustees Meeting

Wednesday, September 18, 2019, 6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:30pm

II. Roll Call

Trustees present: Ms. Mary Stickels; Mr. Larry McShane; Mr. Josue Pasillas; Ms. Annette Darden; Ms. Tatiana Amorella; Ms. Jean Smith; Ms. Sylvia England; Ms. Rachele 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; Ms. Alicia Garcia, Development Manager; Mr. Doug Stiles, Legal Counsel; Ms. Susan Royer, Executive Assistant; Ms. Pat Mallory, Friends of the Library; and Ms. Priscilla Resendez.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees September 18, 2019 meeting (with one change to move the City Levy Request under the Finance Committee Report, was made by Mr. Pasillas and seconded by Mr. McShane. Motion passed.

Motion to approve the Minutes of the WPL August 21, 2019 meeting with one correction, was made by Mr. McShane and seconded by Mr. Pasillas. Motion passed.

IV. Finance Committee Report

a. Motion to approve August 2019 disbursements

Ms. Jean Smith met with Ms. Guthman prior to the Board meeting to review the financials. There were a few questions on select line items that were addressed during the meeting. Motion to approve August 2019 disbursements was made by Mr. Pasillas and seconded by Ms. England. Motion passed.

Also reported was the audit has been completed and a clear financial statement will be issued. The Auditors will present their report to the Board during the October Board meeting.

b. City Levy Request Discussion

A copy of the Levy was presented to the Board and Ms. Gomez-Beloz explained the Levy process to the Board. The first step in the process is to send the request to the Mayor. The Library will be notified on the amount of funds we are receiving in December. The full budget is not due to the city until the funds are approved.

V. Director's Report

Selina Gomez-Beloz

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

Ms. Jordan provided the HR update to the Board.

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#### Status of Vacant Positions:

##### REFERENCE LIBRARIAN (1 FULL-TIME AT 37.5 HOURS)

Backfill

- Rachel selected; on board 9/9

##### REFERENCE ASSISTANTS (2 PART-TIME AT 24 HOURS)

Backfill

- Gabriel selected; one more position to fill
- Offer to another selected candidate is pending

##### REFERENCE ASSISTANT (2 FULL-TIME AT 37.5 HOURS)

Backfill

- Vanessa selected as an internal candidate. Effective date is 9/2
- Cindy selected as an internal candidate. Effective date 10/1

##### CHILDRENS REFERENCE ASSISTANT (2 - FULL TIME AT 37.5 HOURS)

Backfill

- Three interviews being conducted week of 9/9

##### CHILDRENS REFERENCE ASSISTANT (1-PART TIME AT 16 HOURS)

Backfill

- Vacancy created as result of another employee.

##### CUSTOMER SERVICE CLERK (1 - FULL TIME AT 37.5 HOURS)

Backfill

- Jose has been selected

##### CUSTOMER SERVICE CLERKS (2 - PART TIME AT 16 HOURS)

Backfill

- Selected Karen
- Interviews are being scheduled for the remaining position.

##### SECURITY MONITOR (1-PART TIME AT 24 HOURS)

Backfill

Position posted internally and externally

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Loss: 1 PT Children's Assistant

VI. Services Report

The Board was provided a breakdown of Material Expenditures. This is a new report created by the Collection Manager.

VII. President's Report

Ms. Mary Stickels presented a Thank You signed by Staff for the recent breakfast hosted by the Board. Ms. Jordan stated that not all staff signed the card, the Admin staff was not asked to sign the card. Ms. Stickels stated Admin is not staff.

VIII. Foundation Report

Ms. Garcia provided save the date cards for the Foundation fundraiser on November 2. Details are still being worked out. She also reminded the Board of the Giving Campaign taking place in mid-October.

IX. Friends Report

Ms. Mallory provided a recap of the Summer Concert Series. She also reminded the Board of the upcoming concert on October 4 as well as the book sales on October 18&19. Ms. Mallory also thanked Ms. Amanda Civitello for her hard work on finding the bands.

X. New Business/Action Agenda

a. Officer Elections/Nominations: President, Vice President and Treasurer

i. Solicitation of Nominations

Ms. Stickels and Ms. England were nominated for President.

A discussion took place over whether Ms. Stickels had already served two terms as President, and as outlined in the Bylaws, would not be eligible for reelection. Mr. Stiles stated that she took over another Trustee's term due to a vacancy. Ms. Jordan presented him with documentation (Board Agenda's and Minutes from 2017) contradicting his statement. The documents were not reviewed and Ms. Stickels nomination was upheld.

Mr. Pasillas was the sole nomination for Vice President.

Mr. McShane was the sole nomination for Treasurer.

Motion to closed nominations was made by Mr. McShane and seconded by Ms. Jenkins. Motion Passed.

ii. Vote on Nominations

Ms. England was elected with 5 of 9 votes

Mr. Pasillas was elected Vice President, all in favor

Mr. McShane was elected Treasurer, all in favor

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Ms. England did not take over the meeting following the election. Mr. Stiles stated that there wasn't much meeting time left.

b. Committee Assignments

Finance Committee: Mr. McShane, Chair; Ms. Smith; and Mr. Pasillas.

Governance Committee: Mr. Pasillas, Chair; Ms. Mendez; Ms. Darden; and Ms. Stickels

Development Committee: Ms. Amorella, Chair; Ms. Jenkins; and Ms. Smith

Ms. Garcia requested another Board member volunteer as liaison to the foundation.

c. Board Email

A discussion took place as to whether Board members should use Library email or personal email for communications. Mr. Pasillas recommended using Library email due to the possibility of a FOIA request. Mr. Stiles stated there is a minimal chance of such a request. There was no consensus on who will be using Library emails or personal email.

XI. Announcements/Trustee Comments

Ms. England commented on the unveiling of the Bradbury Sculpture and what a tremendous event it was. An article was in USA Today.

Ms. England provided information on Trustee Training options in September and October and asked interested Trustees to contact her.

Ms. England stated that signage in the Library needs to be worked on and she would like to see homework help return to the Library.

Mr. Pasillas thanked Ms. Stickels for serving as President and her help with the onboarding process.

XII. Public Comment – Comments limited to three minutes.

Ms. Jordan stated, "with all due respect I should be considered as part of the Library staff. I work 8-10 hour days and am part of the staff and I am offended by the previous statement that Admin is not considered part of staff, by the Board President".

XIII. Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1) was made by Ms. Stickels and seconded by Mr. McShane. Motion carried.

Ms. Jordan was asked to leave the closed session. Ms. Jordan stated that if this is an issue regarding personnel of the Library an HR Representative needs to be present and this was guidance she received from the city. Ms. Jordan was told she couldn't stay.

Ms. Jordan stated unless this personnel discussion is specifically about her she should be allowed to stay. Mr. Stiles said it was about her. Ms. Jordan stated if this was about her, will

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feedback be provided to her following the closed session, regarding the issue. Mr. Stiles stated feedback would be provided.

- XIV. Motion to end closed executive session and return to open session.  
The Board returned to open session at 9:35pm.

Since the closed session was about personnel, Ms. Gomez-Beloz asked if she could help with any questions the Board had. She was told no. Ms. Gomez-Beloz asked the Board again if they needed any information from her since there have been numerous closed sessions regarding personnel and she has not been made aware of what the issue is; and if the issue is regarding personnel she should be made aware of it from the beginning.

The Board tabled the topic of discussion at this time and another closed session is being scheduled for Wednesday, September 25 at 5:30pm for the Board to get more information.

Ms. Gomez-Beloz requested Board members not contact staff directly with projects/tasks to do without her knowledge.

Ms. Royer asked if she should prepare the agenda and Mr. Stiles stated yes. She also asked if an HR Representative will be present during the next closed session since it is regarding personnel. Mr. Stiles stated no.

- XV. Adjourn - Motion to adjourn at 9:45 PM.