

## MINUTES

### Waukegan Public Library – Board of Trustees Meeting

Wednesday, October 16, 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. Sylvia England; Ms. Mary Stickels; Mr. Larry McShane; Mr. Josue Pasillas; Ms. Annette Darden; Ms. Tatiana Amorella; Ms. Rachelle Mendez; and Ms. Chetara Jenkins

Trustees absent: Ms. Jean Smith, with notice

III. 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; Martha Trotter; Auditor with Sikich, LLP, Mr. Ty Rohrer, WPD Manager of Cultural Arts; Ms. Susan Royer, Executive Assistant; Ms. Pat Mallory, Friends of the Library; and Ms. Priscilla Resendez.

IV. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees October 16, 2019 meeting was made by Mr. Josue Pasillas and seconded by Ms. Tatiana Amorella, all in favor, motion passed.

Motion to approve the Minutes of the WPL September 18, 2019 meeting was made by Mr. Larry McShane and seconded by Mr. Josue Pasillas, all in favor, motion passed

V. Auditor's Report

Sikich, LLP/Ms. Martha Trotter share the results of the Auditors Report.

The WPL was given a clear unaudited opinion. That is the highest level that can be issued. The auditors presented the financial statement. An assignment of fund balance of 500,000 was earmarked in the audit as a special reserve fund, something the Library currently does not have. Copies of the full audit will be provided and made available to the Board.

VI. Finance Committee Report

a. Financial Discussion

Mr. McShane and Ms. England reviewed the financial reports with Ms. Guthman prior to the Board meeting. All expenditures looked to be in line, well done and nothing was out of order. Ms. Guthman reported the Library has received 90% of the property tax revenue.

b. A Motion to approve September 2019 disbursements was made by Mr. McShane and seconded by Ms. Amorella. All in favor, motion carried.

VII. Director's Report

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

Ms. Jordan provided an update on personnel status.

- Reference Assistants (2 Part-Time At 24 Hours - Posted)  
Backfill  
Gabriel came on board 10/1

## MINUTES

### Waukegan Public Library – Board of Trustees Meeting

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One position left to hire – previous selection declined offer; three candidates being called in for interviews – on hold

- Children’s Reference Assistant (2 - Full Time At 37.5 Hours – Posted)  
Backfill  
Resumes received and interviews are ongoing and being scheduled by hiring manager.
- Children’s Reference Assistant (1 - Part Time At 16 Hours - Posted)  
Backfill  
Resumes received and interviews are ongoing and being scheduled by hiring manager
- Customer Service Clerks (2 - Part Time At 16 Hours - Posted)  
Backfill  
Resumes received and interviews are ongoing and scheduled by hiring manager  
Vaishali was selected. She is a current staff member in Inventory. Another selection is forth coming within the next two weeks
- Security Monitor (1- Part Time At 24 Hours - Posted)  
Backfill  
Arthur selected on 10/15 – proposed start date 10/28
- Data/Grant Coordinator (1 - Full Time At 37.5 Hours - Posted)  
Backfill  
Interviews are ongoing and interviews scheduled by hiring manager
- Inventory Clerk (2 Part Time At 16 Hours- Posted)  
Backfill  
Continuing to qualify candidates. Because an inventory staff member was selected for customer service, it creates another vacancy.

#### VIII. Services Report

Mr. Gaskill provides an update on the Services Departments to include:

- BrainFuse
- Niche Academy
- Hoopla – coming soon
- All staff Dementia training that is being provided to the Library free of charge

#### IX. President’s Report

Ms. England has been meeting with Ms. Gomez-Beloz and with Ms. Guthman as the newly elected President. She is also attending two Trustee training courses in the upcoming weeks and asked other Board members who wish to attend advise her.

Ms. England requested information on our public room usage process. Mr. Gaskill will provide information on LibCal and our room booking process.

#### X. Foundation Report

November 2 Libations for Literacy Event:

Unfortunately, the Foundation Board has made the decision to cancel the November 2 event; the Board has been unable to secure enough beer and financial support to host a successful

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event. However, the Board is tentatively planning to host a donor recognition event on Saturday, December 7. This will give the Library an opportunity to thank our event, individual and foundation donors. We will also have a chance to showcase our programs and services. This event will be free to our donors.

#### Board Giving Campaign Update:

Between the combined Boards, last year the campaign raised \$3,775; the goal this year is to surpass \$4,000. To date we have received \$500, please remember that the deadline for donating is Thursday, October 31, donations can be made at: [www.waukeganpubliclibraryfoundation.org](http://www.waukeganpubliclibraryfoundation.org), or by returning your pledge card to Kim Vander Yacht at the Library.

#### XI. Friends Report

Ms. Mallory provided information on the Friends book sale being held this weekend and stated the Friends are happy to be ambassadors of the Library and have been taking in \$200.00 –

\$300.00 per month from Amazon sales. They Friends also announced 1410 people were in attendance for the 15 concerts hosted this year. There will be another concert held for Valentine's Day.

#### XII. New Business/Action Agenda

##### a. Bradbury MOU

Mr. Rohrer with the Park District and the Historical Society, in partnership have been in negotiations with the city for the use of the Waukegan's Carnegie Library as an education center for the city. They would like to see part of the Bradbury collection on display at the center. There will be discussions as to what part of the collection will be lent to the center. The Board will be consulted once details have been outlined.

##### b. Fines and Fees Discussion

A discussion on removing eliminating fines to remove barriers for patrons. Loss or damage fees will still apply. The Board asked that more research be done on this topic and the Governance Committee should schedule a meeting to provide recommendations to the Board.

##### c. Ideas List

As part of the Board Packet Ms. Gomez-Beloz presented her "Ideas/intentions" list for the Library.

#### XIII. Announcements/Trustee Comments

Mr. McShane commented that the lighting around the Bradbury statue needs to come on earlier with the days getting shorter.

## MINUTES

### Waukegan Public Library – Board of Trustees Meeting

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Ms. Jenkins brought her daughter to the ELC and commented how nice it was and that the staff was very friendly.

Mr. Pasillas Commended the WPL Community Engagement Team for their support. He always sees them at Community events he attends.

XIV. Public Comment – Comments limited to three minutes.

Ms. Resendez commented that she is in support of the WPL going fine free, as a public entity the Library should remove barriers. We don't want patrons to not come back to the Library because of fines.

XV. Adjourn - Motion to adjourn at 8:27pm.