

MINUTES

Waukegan Public Library – Board of Trustees Meeting

Wednesday, November 20, 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; Mr. Josue Pasillas; Mr. Larry McShane; Ms. Tatiana Amorella; Ms. Jean Smith; Ms. Rachelle Mendez; Ms. Mary Stickels

Trustees absent (with notice): Ms. Annette Darden and Ms. Chetara Jenkins

Also present were: Ms. Selina Gomez-Beloz, Executive Director; Ms. Debra Jordan, HR Manager; Ms. Anna Guthman, Business Office Manager; Ms. Amanda Civitello, Marketing and Communications Manager; Ms. Susan Royer, Executive Assistant; and Ms. Priscilla Resendez.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees November 20, 2019 meeting was made by Ms. Amorella and seconded by Ms. Stickels, all in favor, motion passed

Motion to approve the Minutes of the WPL October 16, 2019 meeting was made by Mr. Pasillas and seconded by Ms. Smith, all in favor, motion passed.

IV. Finance Committee Report

The Finance Committee met 30 minutes prior to the Board meeting to review expenditures. All were in order. The Library has spent 43% of the budget and is in good shape with 57% remaining.

Motion to Approve October 2019 disbursements was made by Mr. McShane and seconded by Ms. Smith, all in favor, motion passed.

V. Director's Report

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

Ms. Jordan shared the status of open positions at the Library.

VI. Services Report

Mr. Gaskill was not in attendance. Ms. Gomez-Beloz provided Service stories to the Board.

VII. President's Report

Ms. England recently attending training on Keys to Running a Successful Board Meeting and Trustee Financial Training. She is planning to bring that training to the Board retreat.

The Board retreat is scheduled for Tuesday, December 10 from 4:00-9:00pm in the Board room. The Development Committee will be working on the details for the retreat.

Ms. England also asked if the Board would be recognized for their contribution to the Bradbury sculpture. Ms. Civitello will look into this.

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VIII. Foundation Report

The Foundation will host a Donor Appreciation Event on Saturday, December 7th.

The Foundation Board held elections at their last meeting.

- Loretta Pable (President)
- Jenny Staben (VP)
- Ray Zamora (Treasurer)

IX. Friends Report

The next book sale is schedule for March 13 and the Friends Annual Meeting will be held on April 26, 2020.

Ms. Civitello also reported that the Library has been hosting a trivia Night at Nightshade and Dark's Pandemonium Brewing Company and twenty five cents per beer sold during trivia is donated to the Library.

The next WPL newsletter will be expanding to 12 pages and is being worked on in collaboration with the city.

Giving Tuesday is right around the corner. Ms. Civitello asked that the Board share this information on Social Media.

X. New Business/Action Agenda

a. 2020 WPL Holiday Closures

Motion to Approve with one revision was made by Mr. Pasillas and seconded by Ms. Amorella. Motion passed.

b. Cancellation of December 18, 2019 Board Meeting

Motion to Approve was made by Ms. Smith and seconded by Ms. Mendez. Nay: Mr. Pasillas. Motion passed.

c. ADA Discussion

Ms. Amorella brought up concerns about accessibility to the ELC. A discussion took place about possible adjustments to the ELC. The ELC is a temporary display that is designed by staff and is not part of ADA Library Guidelines. Concerns discussed will be part of the next ELC planning discussions.

d. Updated Bio's for Board of Trustees

Updated Bios were requested of the Board Members for posting on the WPL website.

e. Envisionware

A discussion of the self-checkout software proposals took place. The proposal was tabled until the January Board Meeting.

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f. Payroll Proposal

Ms. Jordan presented and overview of the two current systems utilized for timekeeping and payroll and submitted the three vendor proposals and recommendations for a single vendor to combine timekeeping and payroll.

Motion to approve the recommended Paylocity proposal was made by Mr. McShane and seconded by Mr. Pasillas. A roll call vote was taken. Ms. Stickels and Ms. Amorella abstained. Motion passed.

g. Strategic Planning RPF Discussion

h. December 7 Late Closure Memo

A motion to approve late closure of the Library for the Donor Appreciation Event was made by Mr. Pasillas and seconded by Mr. McShane. Motion passed.

i. Opengov Transparency Memo

A motion to approve a five year contract with Opengov was made by Mr. Pasillas and seconded by Mr. McShane. Motion passed.

XI. Announcements/Trustee Comments

Mr. McShane commented on the new location for magazines in the Library. He thought it made the more visible to the public.

Ms. Amorella commented on how welcoming the Library staff is also commented on liking the new location for magazines. She voiced concerns over the lighting near the credit card reader. Ms. Gomez stated we are working on improved lighting in that area.

Ms. England also complimented the staff.

XII. Public Comment – Comments limited to three minutes.
None

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 Ms. Amorella. A roll call vote was taken. Ayes: Ms. Stickels, Ms. Amorella, Ms. England and Ms. Mendez. Nays: Mr. McShane, Mr. Pasillas, Ms. Smith. Motion passed.

XIV. Motion to end closed executive session and return to open session.
The executive session ended at 9:07pm.

XV. Adjourn - Motion to adjourn at 9:08pm.