

MINUTES

Waukegan Public Library – Board of Trustees Meeting

Wednesday, January 15, 2020, 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; Ms. Annette Darden 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. Amanda Civitello, Marketing and Communications Manager; Ms. Alicia Garcia, Development Manager, Mr. Doug Dorando, Attorney; Ms. Pat Mallory, Friends of the Library and Ms. Susan Royer, Executive Assistant.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees January 15, 2020 meeting was made by Mr. Pasillas and seconded by Ms. Stickels. All in favor, motion passed.

Motion to approve the Minutes of the WPL November 20, 2019 meeting with one correction was made by Ms. Smith and seconded by Mr. Pasillas

IV. Finance Committee Report

The Finance Committee reviewed the November 2019 disbursements. All are in order. Motion to Approve November 2019 disbursements was made by Mr. Pasillas and seconded by Mr. McShane. All in favor, motion passed.

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V. Director's Report

The Directors report is part of the Board Packet.

VI. Services Report

Mr. Gaskill provided an overview of the service team's activities.

- Lucky Day Collection (DVD's, Blu-ray's and Gaming in March)
- Hoopla
- Black History Month activities including our Day of Service
- Welcome packets included with new Library cards will include flyers
- Gently used books that the Friends can't sell are being put back into the community rather than recycling.
- Northstar program
- Summer Reading Program (June-August)
- Success By Six program with United Way partner

VII. President's Report

Ms. England announced Ms. Jordan's resignation and they will be sorry to see her leave.

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VIII. Foundation Report

Ms. Garcia brought in a thank you poster for the Board to sign thanking Nightshade and Dark's Pandemonium Brewing for their donations to the Library. The company is donating twenty five cents for each beer sold to the Library. They will be sending us checks on a quarterly basis. \$959.00 was collected in 2019. She also provided a handout to the Board that was shared with the Foundation highlighting their 2019 fundraising. She also advised that the Library received a \$10,000 donation from the Schreiber Foundation.

Ms. Garcia also solicited comments from the Board on the Donor Appreciation event held in December.

- Ms. Stickels states she enjoyed hearing the stories; it was a great offering and many thanks to Manny.
- Annette Darden thought hearing the volunteer's stories was very heartfelt.
- Ms. Mendez also thought the stories were wonderful.
- Ms. Civitello stated that Mr. McShane sent an email on Giving Tuesday that brought in \$125.00 and reminded everyone you can donate through the Foundation link on the website.

IX. Friends Report

Ms. Pat Mallory reminded everyone of the upcoming Valentine's Day concert featuring Silver Strings from 12-1:00pm. The Friends will be selling cookies, soda and water.

The Friends annual meeting will be held on April, 26 with more details to come.

Ms. Civitello stated there was over \$10,000 in the Friends account. The Amazon sales have brought in triple of what the live book sales bring in.

Mr. Pasillas requested that Ms. Mallory bring in forms to sign up for membership in the Friends to the next Board meeting.

X. New Business/Action Agenda

a. Governance Committee Report

The Governance committee met on December 11, 2019 to review policies.

b. Motion to Approve Policies

i. Review Purchasing Policy 400

There were two changes made to the purchasing policy in the spending limits. Changing the limits to \$10,000. Motion to approve was made by Mr. Pasillas and seconded by Mr. McShane. Ms. Stickels abstained. Motion passed.

ii. Review Emergency Succession Policy 310

Motion to approve was made by Mr. Pasillas and seconded by Mr. McShane. Motion passed.

iii. Review Disposal Policy 510

Motion to approve was made by Mr. Pasillas and seconded by Ms. Amorella. Motion passed.

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- iv. Review Internet Access Policy 130
Motion to approve was made by Mr. Pasillas and seconded by Ms. Amorella.
Motion passed.
 - c. Fines and Fees Policy Discussion
Tabled for review during the next Governance Meeting on Wednesday, February 12.
 - d. Drug/Alcohol Policy Discussion
Tabled for review during the next Governance Meeting on Wednesday, February 12.
 - e. Self-Checkout Proposal
Ms. Gomez-Beloz provided a letter of support for the proposal from the IT department.
Motion to Approve was made by Mr. Pasillas and seconded by Mr. McShane. Ms. Stickels and Ms. Amorella abstained. Motion passed.
 - f. Reviewed services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.
Mr. Gaskill provided an overview and guided the Trustee's through the websites and how they are utilized. Required action to meet per capita grant requirements.
 - g. Memo - Be Counted Waukegan Census kickoff on January 18, noon opening
Motion to approve was made by Mr. Pasillas and seconded by Ms. Amorella. Motion passed.
- XI. Announcements/Trustee Comments
- Mr. McShane stated he was impressed with the high tech information received tonight.
 - Mr. Pasillas suggested moving forward the Board should retain the services of Mr. Dorando's firm.
 - Ms. Jenkins stated she was sorry to see Ms. Jordan leave.
 - Ms. Darden was in agreement to retain the services of Mr. Dorando's firm. She also is sad to see Ms. Jordan leave. Ms. Darden also commented that she is looking forward to the upcoming Board retreat.
 - Ms. Amorella stated she thinks the newsletters are fantastic and sometimes there are fights between her children on which to attend, Library or Park District activities. She is also excited about Hoopla. Ms. Amorella would also like to have additional discussion on the ELC and small changes that can be made suggesting a ramp on one house, a side off a house and a bigger opening to the tree house.
- 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 Mr. Pasillas and seconded by Ms. Mendez. Motion passed.

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- XIV. Motion to end closed executive session and return to open session was made by Ms. Amorella and seconded by Mr. Pasillas. Motion passed and open session began at 8:10pm.

A motion was made by Ms. Mendez and seconded by Ms. Stickels not to renew the Executive Directors Contract and terminate the contract of the Executive Director at the end of the contract term. The Waukegan Public Library will provide a 30 day notice to the Executive Director under section 4.2 of the contract.

Aye: Mr. Pasillas; Ms. Stickels; Ms. Smith; Ms. Mendez and Ms. Amorella.

Nays: Ms. Darden; Ms. England; Mr. McShane and Ms. Jenkins. Motion passed.

A number of Board members provided comment following the vote:

Ms. Darden stated she believes Ms. Gomez-Beloz was not given a fair review and the goings on are disconcerting. She would like to give Ms. Gomez-Beloz an opportunity with a one year contract to address issues. There are a lot of unethical procedural policies that have not been done right. I don't want to see Ms. Gomez-Beloz go. She later stated that she thought Ms. Gomez-Beloz did good work.

Ms. Gomez-Beloz asked to hear specifics on concerns.

- In the past year she has been given no specific information. When she asks she does not received responses from the Board. It is very difficult to move forward. I have done what has been asked of me and there is no resolution.
- Having to work with people who are actively communicating against me is very difficult but I continue to support their work. I am extremely disappointed. I have not brought shame to the Library, I have not fired anyone. I have worked hard to build a good relationship with the city. If this is the final decision I will be contacting an attorney.
- I did not receive a formal review from the Board, only a list of complaints from Ms. Stickels.
- I have not shut out this Board, I have repeatedly asked for communication. If you continue to communicate with the next Director in this way the same thing will happen.

Ms. Jordan stated that Human Resources have not been allowed to be present in closed sessions when discussion of personnel was taking place.

Mr. Pasillas stated the staff told him stories and he got the impression the culture was not good.

Ms. Gomez-Beloz asked I would ask what does not being happy mean. Can you give me some specifics?

- I have been trying to work with managers on better communication. For instance, managers wanted input on the agenda for the Leadership meeting.

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- I have had staff that needed additional time off for personal matters. I have always granted that to give them time to work out their issues. I have been providing training opportunities to staff.

Ms. England thanked Ms. Gomez-Beloz on behalf of the Board. She also asked that no new contracts be signed at this time.

Mr. McShane stated that he comes to meetings and hears from Ms. Gomez-Beloz; Mr. Gaskill and Ms. Jordan about the accomplishments at the Library. He feels that Selina is trying her best, being open with the Board. I am truly saddened.

XV. Motion to adjourn at 9:35pm.