

Minutes

Waukegan Public Library – Board of Trustees Meeting

Wednesday, September 19, 2018, 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. Jennifer Salazar, Ms. Marge Ferruzzi, Ms. Rachelle Mendez, Ms. Sylvia England, Ms. Jean Smith, Ms. Chetara Jenkins, Mr. Larry McShane and Mr. Gilberto Colin.

Trustees absent: Ms. Mary Stickels (with notice).

Also present were: Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director, Ms. Alicia Garcia, Development Manager; Ms. Betsy Jung, Controller; Ms. Amanda Civitello, Marketing and Communications Manager; Mr. Chuck Rizzio, Facilities Manager, and Ms. Susan Royer, Executive Assistant.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees September 19, 2018 meeting was made by Ms. Jennifer Salazar and seconded by Ms. Marge Ferruzzi. Motion passed.

Motion to approve the minutes of the WPL July 18, 2018 meeting was made by Ms. Rachelle Mendez and seconded by Mr. Larry McShane. Motion passed.

Motion to approve the minutes of the WPL August 15, 2018 meeting was made by Mr. Larry McShane and seconded by Ms. Sylvia England. Motion passed.

IV. Controller's Report

We are 4 months into Fiscal 19 and about 33% of the budget has been spent. Real Estate revenue looks like it is coming in as planned.

We have 2.7m in cash and 1m in CD's.

The audit for the Foundation has been completed and the Library auditors will be here next month to present their findings.

V. Finance Committee Report

The Finance Committee met prior to the Board Meeting to review controllers reports and check detail. All questions were answered and the committee felt all was in order.

Motion to approve July 2018 disbursements was made by Mr. Larry McShane and seconded by Mr. Gilberto Colin. Motion passed.

Motion to approve August 2018 disbursements was made by Mr. Larry McShane and seconded by Mr. Gilberto Colin. Motion passed.

VI. Director Report

The Directors report is part of the Board Packet.

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VII. Services Report

Mr. Jon Gaskill shared information on upcoming events at the Library. He highlighted the Young Adult Leadership council and the Coffee with Kate programs.

We are researching a Community Development Block Grant (CDBG). This grant can be used for services that benefit the community or the facility.

VIII. President's Report

None

IX. Foundation Report

Ms. Alicia Garcia provided background on the three years of work on creating the Ray Bradbury Statue. The Foundation has \$83,278 on hand and \$25,000 in pledges. T

The Foundation Board and Trustee giving campaign are underway. They ask that people give at a level they are comfortable with when making donations. And they donations are tax deductible.

X. Friends Report

The Friends have given the second installment for the concert series. They give \$7,200 annually.

The Oktoberfest Concert, sponsored by the Friends will take place on Friday, October 5, at 12:00pm.

The fall book sale will take place the third week in October. The Friends are also looking into selling books on Amazon to try to get a greater return.

XI. City Liaison Report

Mr. David Villalobos commented on the idea of the potential for more fundraising through weeding of books.

XII. Governance Committee Report

The Governance Committee met on September 10 and reviewed policies. They did not approve any changes due to a lack of a quorum. Another meeting will be scheduled.

XIII. Department Reports

Mr. Chuck Rizzio provided an overview of his position at the Library, his team members, projects they have completed and the cost savings by utilizing in-house services. Some of the projects they have worked on are; the garden beds, flooring, the ELC, interior painting, the YA space buildout, storage, shelving and power washing.

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XIV. New Business/Action Agenda

- a. Trustee moments
Video presentation
- b. Budget update
Ms. Selina Gomez-Beloz is working on the budget letter to the city
- c. Communication reminder
- d. Audit update
We will have the final audit report soon
- e. Statue discussion
Once funding for the Bradbury statue is in place we will work with the city to determine where to install the statue. The funds being raised do not include the cost of installation or landscaping.
- f. Motion to adjust November 21 Board Meeting
A motion to adjust the November Board meeting to November 28, 2018 was made by Ms. Sylvia England and seconded by Ms. Jean Smith. Motion passed.
- g. Motion to adjust December 19 Board Meeting.
A motion to cancel December 19, 2018 meeting was made by Ms. Jean Smith and seconded by Ms. Sylvia England. Motion passed.
- h. Discussion on Bookmobile Collection
Initial thoughts are to create bags to give to teachers for their classroom or perhaps create little free libraries. Give this collection a new life in the community.

XV. Announcements/Trustee Comments

Mr. Larry McShane commented on the flags displayed in the Library commemorating Hispanic Heritage Month and how wonderful they looked.

Ms. Jennifer Salazar reminded the Board about the Mariachi concert on Thursday evening.

XVI. Public Comment – Comments limited to three minutes.

None

XVII. Adjourn

A motion to adjourn the meeting was made by Ms. Jennifer Salazar and seconded by Mr. Gilberto Colin.

The meeting was adjourned at 7:58pm.