

MINUTES

Waukegan Public Library – Board of Trustees Meeting

Wednesday, May 20, 2020, 6:30 PM

Virtual Meeting <https://www.youtube.com/user/wplstaff>

I. Call to Order

The meeting was called to order at 6:53pm

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: Mr. Jon Gaskill, Acting Executive Director; Ms. Debra Jordan, HR Manager; Ms. Anna Guthman, Business Office Manager; Mr. Doug Dorando, Attorney; and Ms. Susan Royer, Executive Assistant.

III. Agenda and Minutes

Motion to approve the Agenda for WPL Board of Trustees May 20, 2020 meeting was made by Mr. Pasillas and seconded by Ms. Darden. Motion passed.

Motion to approve the Minutes of the WPL February 19, 2020 meeting as written was made by Mr. Pasillas and Ms. Smith.

Mr. Pasillas, Ms. Smith, Ms. Darden and Ms. England, Aye.

Ms. Stickels, Mr. McShane, Ms. Mendez, Ms. Jenkins and Ms. Amorella, Nay

Revised minutes will be submitted for review during the next Board Meeting.

IV. Finance Committee Report

Mr. McShane met with Ms. Guthman prior to the Board meeting to review the three months of disbursements. He had a question regarding the card services, which Ms. Guthman explained these are re-occurring charges and the card is still listed on the report under the previous Executive Directors initials.

Motion to Approve February 2020 disbursements was made by Mr. McShane and seconded by Ms. Darden. Motion passed.

Motion to Approve March 2020 disbursements was made by Mr. McShane and seconded by Ms. Darden. Motion passed.

Motion to Approve April 2020 disbursements was made by Mr. McShane and seconded by Ms. Darden.

Ms. Stickels had questions regarding what looked like payroll increases for March and April. It was explained that this was due to added staff to fill vacancies that occurred in March.

Mr. McShane ; Ms. Darden; Ms. Smith; Mr. Pasillas; Ms. Jenkins; Ms. Mendez; Ms. Amorella and Ms. England, Aye

Ms. Stickels, Abstain

Motion passed.

V. Interim Executive Directors Report

The Interim ED report is part of the Board Packet. Highlights included:

- Update on the Library closure
- Open position update
- WPL/Community Census Efforts
- The plan to maximize what work staff can do from home, to include training while we are shut down.

VI. President's Report

a) Status of the Library Closure

Ms. England took part in RAILS Training regarding the reopening of libraries. The Restore Illinois Plan provided an umbrella and we need a plan to reopen.

b) Status of Executive Director search

Ms. England has a document with the process that was previously used and will share that information with the Board for review.

VII. New Business/Action Agenda

a) Motion to adopt the WPL Fiscal 21 Budget was made by Mr. Pasillas and seconded by Ms. Mendez. Motion passed

Mr. Pasillas; Ms. Mendez; Ms. Stickels; Mr. McShane; Ms. Smith; Ms. Darden; Ms. Jenkins and Ms. England, Aye

Ms. Amorella, Nay

Motion passed

b) Motion to make public a portion of the February 19, 2020 Executive Session

at recommendation of council was made by Mr. Pasillas and seconded by Ms. Jenkins.

Mr. Pasillas; Mr. McShane; Ms. Smith; Ms. Darden; Ms. Jenkins; Ms. England, Aye

Ms. Stickels; Ms. Mendez and Ms. Amorella, Nay

Motion passed.

c) Motion to appoint Acting Director Gaskill Freedom of Information Act (FOIA) Officer was made by Mr. Pasillas and seconded by Ms. Amorella. Motion passed.

d) Motion to grant authorization to Acting Executive Director to secure HR Consultant

After discussion among Board Members, this motion did not pass and will be reviewed during the next Board Meeting.

Mr. Pasillas; Ms. Smith and Ms. England, Aye

Mr. McShane; Ms. Stickels; Ms. Darden; Ms. Amorella, Nay

Ms. Mendez and Ms. Jenkins, Abstained

VIII. Announcements/Trustee Comments

Mr. Pasillas expressed his hope that Board Members come prepared for the monthly meetings. He also stated that he attended the Breaking Bread Event and it inspired him to do more in the community. He also thanked the staff for working through the pandemic and encouraged the Library to become innovative and expanding options to deliver/pick up materials. He suggested exploring an electric vehicle to get resources to the community.

Ms. Stickles suggested the Library explore services to the homebound before investing in an electric vehicle. She also expressed a desire to discuss a furlough – looking at essential/non-essential options.

Mr. McShane thanked everyone for hanging in and doing an excellent job and he misses coming to the Library.

Ms. Smith expressed her thoughts on the need to trust who we hire, you either need to trust people or don't hire them.

Ms. Mendez thanked Mr. Gaskill for stepping up. She also expressed her desire to see drive up for students to get their hands on books since the end of the school season is coming.

Ms. Amorella thanked Mr. Gaskill and staff, and also expressed her desire to see drive up happen soon. She also is interested in exploring delivery service, suggesting maybe bikes.

IX. Public Comment

None

X. Adjourn - Motion to adjourn at 8:26PM.