

Approved July 15, 2020

MINUTES

Waukegan Public Library – Board of Trustees Meeting
Wednesday, June 17, 2020 6:30 PM

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

I. Call to Order

The meeting was called to order at 6:31pm

II. Roll Call

Trustees present: Ms. Sylvia England; Mr. Josue Pasillas; Mr. Larry McShane; Ms. Jean Smith; Ms. Mary Stickels; Ms. Annette Darden; Ms. Rachelle Mendez

Trustees absent: Ms. Chetara Jenkins (with notice) and Ms. Tatiana Amorella (with notice)

Also present were: Mr. Jon Gaskill, Acting Executive Director; and Ms. Gale Graves, acting Assistant 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 Agenda for WPL Board of Trustees June 17, 2020 meeting was made by Mr. Pasillas and seconded by Mr. McShane. All in favor; motion passed.

Motion to approve the Minutes of the WPL February 19, 2020 meeting was made by Mr. Pasillas and seconded by Ms. Mendez. All in favor, motion passed.

Motion to Approve the Minutes of the WPL May 20, 2020 Meeting was made by Ms. Smith and seconded by Mr. Pasillas. All in favor, motion passed.

IV. Finance Committee Report

The Finance Committee reviewed the financials, questions they had were answered and all was in order.

Motion to Approve May 2020 disbursements was made by Mr. McShane and seconded by Ms. Smith. All in favor, motion passed.

V. Acting Executive Director's Report

Mr. Gaskill provided his report to the Board, highlights included:

- The WPL Reopening Plan including curbside service after July 4
- Census 2020 Engagement & Grants Update
- Building improvements
- New Electronic Resources, all in budget
 - Access Video on Demand (adults & kids educational video)
 - Ancestry Library Edition (Genealogical research, includes home access with Heritage Quest and military records with Fold3)

- Tumblebooks Library Edition (kids eBooks, read to me books)
- News Sun digital access Capstone (Children’s education resources) Premium Package & PebbleGo (eBooks for kids)
- FY2020 Illinois Public Library Per Capita Grant in the amount of \$111,347.50
- The AACPG Grant for community based COVID protection

Mr. Pasillas asked how the pandemic has affected staff and what some of the difficulties were. Mr. Gaskill explained it was challenging for Custodial and Customer Service staff, but we have been using this time for training opportunities to better serve the public and expanding the use of technology on hand, but we may need to look at funds that could be invested in additional technology to support work from home if needed.

VI. President’s Report

Ms. England Thank Ms. Graves for accepting the interim Assistant Directors position. She also thanked Ms. Stickels and Ms. Mendez for their service on the Board and announced we will be welcoming two new members at the next meeting.

Ms. Jordan provided an overview of the Executive Directors search process previously used to the Board at Ms. England’s request.

Ms. England stated that an Executive Director Search Committee needs to be established and for the Board to think about it for the next Board Meeting.

VII. New Business/Action Agenda

After discussion a motion to contract with The Carroll-Keller Group to conduct the independent HR Investigation was made by Ms. Smith and seconded by Ms. Darden. All in Favor, motion passed.

VIII. Announcements/Trustee Comments

Mr. Pasillas thanked Ms. Stickels and Ms. Mendez for their service to the community. In addition he thanked staff that has been active during the pandemic.

Mr. Pasillas would like to have conversations about expanding home bound deliveries/delivery pick up services to the community. In addition, a Governance Committee meeting will be scheduled once the new members are on Board.

Ms. Stickles announced she resigned for the Board on Monday, knowing her term was up. She said she was proud and it was a privilege to serve.

Mr. McShane thanked Ms. Stickels and Ms. Mendez for their service and dedication. He also asked if statues at the WPL were covered by insurance.

Ms. Darden welcomed Ms. Graves to the group and thanked Mr. Gaskill for stepping up.

Ms. Mendez said she was exciting about the curbside service.

IX. Public Comment -None

X. Adjourn - Motion to adjourn at 7:25 PM.