

MINUTES

Waukegan Public Library – Board of Trustees Meeting

Wednesday, July 15, 2020 6:30 PM

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

I. Call to Order

The meeting was called to order at 6:30pm

II. Roll Call

Trustees present: Ms. Sylvia England; Mr. Josue Pasillas; Ms. Tatiana Amorella; Ms. Martha Padilla-Ramos and Mr. Hector Bryan Escobar.

Trustees absent: Ms. Chetara Jenkins (with notice); Mr. Larry McShane (with notice) and Ms. Annette Darden (with notice) and Ms. Jean Smith (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, Legal Counsel; and Ms. Susan Royer, Executive Assistant.

III. Agenda and Minutes

A motion to approve Agenda for WPL Board of Trustees July 15, 2020 meeting was made by Mr. Pasillas and seconded by Ms. Padilla-Ramos. All in favor, motion passed.

A motion to approve the Minutes of the WPL June 17, 2020 Meeting was made by Mr. Pasillas and seconded by Ms. Amorella. All in favor, motion passed.

IV. Finance Committee Report

Ms. England and Mr. Pasillas met with Ms. Guthman during the Finance Committee meeting to review the financials prior to the Regular Board Meeting. Ms. Guthman also provided a brief overview to the entire Board.

A motion to approve June 2020 disbursements was made by Mr. Pasillas and seconded by Ms. Amorella. All in favor, motion passed.

V. Acting Executive Director's Report

Mr. Gaskill provided his report to the Board, including:

- Curbside service at the Waukegan Public Library and the plan to expand services on August 1, by appointment. This will include appointments for "Reserve a Librarian" hours, use of public computers, print/scan/fax & notary capability as well as issuing non-temporary library cards.
- Need to review policy for fines & fees, as well as any other COVID-19 related restriction with Governance Committee.
- Census Efforts- Our Census Engagement Specialists last day was 6/30. But we still need to remind people to complete your census by October 15, door knockers coming soon. Please make sure to tell friends, colleagues and neighbors to fill out the census. A complete count means more federal dollars to our community.
- Facilities Updates

- Financial update including the City’s Budget Amendments that are due mid-August and the full WPL Audit coming in August (the Foundation audit is next week).

VI. Services Report

Ms. Graves provided information on Library Services, including:

- Virtual Programs
- Online Summer Concerts
- The summer newsletter
- A grant in the amount of \$76,665 awarded through the state’s Adult Literacy Program
- Summer lunch program
- Participation in the Ray Bradbury 100 year anniversary

VII. President’s Report

Ms. England and Mr. Pasillas read the following statement from the Waukegan Public Library Board of Trustees:

Board Meeting Statement

July 15, 2020

As the state enters phase four (4) of Governor Pritzker’s plan to reopen Illinois, our team continues rolling out onsite services. Beginning with Curbside Services and accepting returns at the Main Library that kicked off on Monday, July 6. Curbside service is available Monday - Friday from 10:00am - 3:00pm, by appointment only. Materials can be returned to the book drop located on Martin Luther King Dr. behind the Main Library, Monday, Wednesday, and Friday from 10:00am – 3:00pm.

We understand not everyone is able to get downtown or is available during the current schedule, so we will be expanding Curbside Pickup and Book Drop hours in the coming weeks to eventually include the Hinkston Branch. In the meantime, we will continue extending due dates, and there will be no fees or charges accrued under this modified schedule.

We will continue providing resources and our collection online. ESL and literacy tutoring, Conversational ESL, Digital Literacy, Health Literacy and GED in Spanish are available as virtual programming. We will also continue to share information on other online resources and programming through our website and social media platforms.

Our community and surrounding locations continue to see a rise in COVID-19 cases. According to the Lake County Health Department for every one (1) white (non-Hispanic) Lake County resident contracting COVID-19 there are four (4) African American (non-Hispanic) and nine (9) Hispanic people are contracting the disease. Most recently it was also reported that there is, “an upward trend in new Coronavirus Disease (COVID-19) cases among teenagers and young adults.” Therefore, services in the next coming weeks will be offered on a limited basis, such as notary and computer usage by appointment only. We want to offer our services to the community as soon as we are able, but we want to do it safely and responsibly for both our staff and the community. We appreciate your understanding and patience. As soon as we can control and mitigate the risks of offering more onsite services and determine that it is safe to do so, we will communicate that to everyone in our community.

We will continue to follow the guidance of the Lake County Health Department, Illinois Department of Health, and the Center for Disease Control and Prevention and will re-evaluate plans as needed.

For updates and service announcements, please visit our website, follow us on Facebook, or sign-up for our eNewsletter.

en Español

A medida que el estado entra a la fase 4 del plan del gobernador Pritzker para reabrir Illinois, nuestro equipo continúa implementando servicios en el sitio de la biblioteca. Comenzando con servicios en la acerca y aceptando devoluciones en la biblioteca principal que comenzaron el lunes 6 de julio. El servicio en la acerca está disponible de lunes a viernes de las 10:00 a las 3:00 de la tarde con cita. Los materiales pueden devolverse detraz de la biblioteca principal en la calle Martin Luther King Dr. los lunes, miércoles y viernes de las 10:00 a las 3:00 de la tarde.

Entendemos que no todos pueden llegar al centro de la ciudad o que estén disponibles durante el horario actual, por lo que aumentaremos las horas de recogida de libros en las próximas semanas, que eventualmente incluirán la sucursal Hinkston. Mientras tanto, continuaremos extendiendo las fechas de vencimiento, y no habrá tarifas ni cargos acumulados durante este horario modificado. Continuaremos brindando recursos y nuestra colección en línea. La tutoría de ingles y alfabetización, ingles conversacional, clases de computación, clases de salud y GED en español están disponibles como programación virtual. También continuaremos compartiendo información sobre otros recursos en línea y programación a través de nuestro sitio web y plataformas de redes sociales.

Nuestra comunidad continúa viendo un aumento en los casos de COVID-19. Según el Departamento de Salud del Condado de Lake, por cada 1 residente blanco (no hispano) del Condado de Lake que contrata COVID-19, hay 4 afroamericanos (no hispanos) y 9 hispanos contrayendo la enfermedad. Más recientemente, también ha sido reportado que existe "una tendencia de incremento en los nuevos casos de enfermedad por coronavirus (COVID-19) entre adolescentes y adultos jóvenes". Por lo tanto, los servicios en las próximas semanas se ofrecerán de forma limitada, como el uso de notarios y computadoras con cita previa. Queremos ofrecer nuestros servicios a la comunidad tan pronto como podamos, pero queremos hacerlo de una manera segura y responsable tanto para nuestro personal como para la comunidad. Apreciamos su comprensión y paciencia. Tan pronto como podamos controlar y mitigar los riesgos de ofrecer más servicios en persona y determinar que es seguro hacerlo, lo comunicaremos a nuestra comunidad.

Continuaremos siguiendo la guía del Departamento de Salud del Condado de Lake, el Departamento de Salud de Illinois y el Centro para el Control y la Prevención de Enfermedades y reevaluaremos los planes según sea necesario.

Para actualizaciones y anuncios de servicios, visite nuestro sitio web, síganos en Facebook o suscríbese a nuestro boletín electrónico.

VIII. New Business/Action Agenda

A Motion to approve Lakeland/Larsen Elevator Corporation repair proposal was made by Mr. Pasillas and seconded by Mr. Escobar. All in favor, motion passed.

IX. Announcements/Trustee Comments

Mr. Escobar and Ms. Padilla-Ramos expressed their appreciation for being appointed to the Board and shared their personal and professional experiences with the Waukegan Public Library.

Ms. Amorella welcomed Mr. Escobar and Ms. Padilla-Ramos to the Board and commented on how easy the curb side service at the Library is and thanked everyone who made it possible.

Mr. Pasillas welcomed Mr. Escobar and Ms. Padilla-Ramos to the Board and expressed he is looking forward to working with them.

X. Public Comment

Ms. Sham congratulated the library on its outstanding work during this time period. She also congratulated the interim Executive Director, Jon Gaskill, and all his hard working staff. Ms. Sham asked when the Hinkston branch would be open to the public.

Mr. Gaskill responded that we are currently making plans and looking at the first part of August.

XI. Adjourn - Motion to adjourn at 7:14pm.

For question or comments, please email the Board at wplboard@Waukeganpl.info or visit the Board's website at www.waukeganpl.org/board-of-trustees. For assistance in accessing the meeting, contact 847-775-2551.