

## MINUTES

### Waukegan Public Library – Board of Trustees Meeting

Wednesday, August 19, 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. Jean Smith; Ms. Martha Padilla-Ramos; Mr. Bryan Escobar and Ms. Tatiana Amorella.

Mr. Larry McShane joined the meeting at 6:48pm, due to technical issues. A motion to bring Mr. McShane into the meeting was made by Ms. Amorella and seconded by Mr. Pasillas. All in Favor, motion passed.

Trustees absent: Ms. Chetara Jenkins (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; Ms. Susan Royer, Executive Assistant; Mr. Steve Troc and Ms. Kate Troc, The Carroll-Keller Group Consultants.

III. Agenda and Minutes

A motion to approve Agenda for WPL Board of Trustees August 19, 2020 meeting was made by Ms. Amorella and seconded by Mr. Pasillas. All in favor, motion passed.

Motion to approve the Minutes of the WPL July 15, 2020 meeting was made by Mr. Pasillas and seconded by Ms. Smith. All in favor, motion passed.

IV. Finance Committee Report

The Finance Committee reviewed the financials prior to the Board meeting and recommended approval of the Disbursements.

Motion to Approve July 2020 disbursements was made by Mr. Pasillas 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:

- Bookmobile Multipurpose room is finished. Just a few tweaks remain and staff, primarily The Inventory Team is fully utilizing the space. This is the spot where items come out of quarantine and are checked in for distribution about the library.
- The Inventory Room (main floor) is renovated awaiting sanding/painting and is being used as the heart of our curbside process
- Staff is working their full amount of hours, working from home as is prudent. We are

reopening for staff on Saturdays effective August 22 with a hope to include Sundays in September.

- WPL Leadership is planning in-person, scheduled visits, with a target goal to have all the pieces in place by September 1, and visits by appointment after Labor Day to include; computer use, print/scan/fax and notary service, as well as personalized appointments with Library staff for selecting books/movies/music etc. The Children's Department will remain closed to patrons, and selections will be brought regularly to the main floor for browsing displays in the open space.

#### VI. Services Report

Ms. Graves provided a report to the Board, highlights included:

- The expansion of virtual services
- Adult online programs
- A 50,000 grant dedicated to adult education
- The Census Cares Act Grant
- Addition of computer programs for adults to assist with parents teaching at home

#### VII. Governance Committee Report

The Governance Committee met on August 5 to discuss the Harassment Policy, the Alcohol and Drug-Free Workplace Policy as well as the addition of Juneteenth as a holiday.

#### VIII. President's Report

Ms. England thanked Mr. Dorando for his services and requested Board members to direct questions they may have to her or Mr. Gaskill prior to contacting Mr. Dorando as they may have the information to respond.

In addition, Ms. England reminded the Board that if they are asked questions by the press to follow the Media Relations Policy in place. The Director, Assistant Director, Marketing and Communications Manager and/or the Board President will respond to media requests for information and interviews.

Ms. England announced the resignation of Ms. Darden and thanked her for her service to the Board.

Ms. England asked for volunteers to serve on the Executive Director Search Committee. The entire Board volunteered. She will set up the first committee meeting and share information on how the search was conducted in the past.

#### IX. New Business/Action Agenda

A motion to approve non-resident fee (Resolution 2020-01) was made by Ms. Jean Smith and seconded by Ms. Padilla-Ramos. Motion passed.

Ms. Sylvia England; Mr. Josue Pasillas; Ms. Jean Smith; Ms. Martha Padilla-Ramos; Mr. Bryan Escobar and Mr. Mr. Larry McShane, voted Aye

Ms. Tatiana Amorella voted Nay

A motion to table the removal of fines (Policy 420-1) for further discussion was made by Ms. Amorella and seconded by Mr. McShane. Motion passed.

Mr. Pasillas, Mr. Escobar and Ms. England voted nay.

Ms. Smith, Ms. Amorella, Mr. McShane and Ms. Padilla-Ramos voted aye.

A motion to approve 2021 Library closures to include Juneteenth was made by Mr. Pasillas and seconded by Mr. Escobar. Motion passed.

It was also proposed to discuss the possibility of an Election Day closure at the next Board meeting.

A Request for Trustee bio's and photos for the website was made to the Board.

X. Announcements/Trustee Comments

Earlier in the meeting Ms. Padilla-Ramos suggested posting something to our website to promote students use of our curbside service.

XI. Public Comment

None

XII. A motion to adjourn to closed executive session pursuant to OMA rule 2(c)(1), part of 5ILCS 120/2 (c) (8), (c)(14), a closed session discussion of "The appointment, employment, compensation, discipline, performance or dismissal of certain employees of the public body" was made by Mr. McShane and Ms. Smith. Motion passed

Mr. Pasillas, Ms. Smith, Mr. McShane, Ms. Padilla-Ramos; Mr. Bryan Escobar and Ms. England voted aye.

Ms. Tatiana Amorella voted nay.

XIII. Motion to end closed executive session and return to open session.

XIV. Adjourn - Motion to adjourn at 8:13 PM.

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