

Approved 10/21/20

MINUTES

Waukegan Public Library – Board of Trustees Meeting

Wednesday, September 16, 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; Mr. Larry McShane; Ms. Jean Smith; Mr. Bryan Escobar; Ms. Chetara Jenkins; and Mr. Robert Freeman.

Ms. Tatiana Amorella joined the meeting at 6:39pm, due to technical issues. A motion to bring Ms. Amorella into the meeting was made by Mr. Pasillas and seconded by Mr. McShane. All in favor, motion passed.

Trustees absent: Ms. Martha Padilla-Ramos (with notice).

Also present were: Mr. Jon Gaskill, Acting Executive Director; and Ms. Gale Graves, Acting Assistant Director; Ms. Anna Guthman, Business Office Manager; Mr. Doug Dorando, Attorney; Ms. Susan Royer, Executive Assistant.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees September 16, 2020 meeting was made by Mr. Pasillas and seconded by Ms. Smith. Motion passed.

Motion to approve the Minutes of the WPL August 19, 2020 meeting was made by Mr. Pasillas and seconded by Mr. McShane. Motion passed.

IV. Finance Committee Report

The Finance Committee reviewed the financials prior to the Board meeting and found all to be in order.

A motion to approve August 2020 disbursements was made by Mr. McShane and seconded by Ms. Smith. Motion passed.

V. Acting Executive Director's Report

Mr. Gaskill provided his report to the Board. Highlights included:

- The Library reopening by appointment starting Monday, September 21st.
- Expanding hours and services at the Main Branch Library Monday through Friday from 10-7 for curbside, and up to one hour appointments for computer use, print/scan/copy/fax, scheduled notary and book-a-librarian virtual assistance.
- Light browsing on the main floor of curated displays of a selection of our materials will be available.

- We have increased our cleaning schedule and frequency and are prepared for the public with plexi-glass partitions, socially distanced computers, and stickers on the floor for social distancing.
- Virtual offerings continue, our library is just starting Latin American Heritage Month programming. Check out our Facebook page for constant content, as well as our YouTube channel for an archive of all our activities since the pandemic started.
- Education and Literacy Services is increasing outreach with WPS 60 to help parents with Infinite Campus, and continue to offer health, adult and digital literacy service, albeit virtually.
- Our budget request was submitted to the City on 8/28, now budget discussions with the Library managers begin.

VI. Services Report

Ms. Graves provided additional information on virtual Library services, including:

- Adult Literacy Programs
- Trivia
- Activities
- Communication with schools

In addition, Ms. Graves outlined the precautionary steps taken in preparation for in person services coming on September 21.

VII. Governance Committee Report

Mr. Pasillas noted the Governance Committee met on Tuesday, September 15 to review the draft Harassment Policy # 370 and the Elimination of Fines, Policy # 420-1 for review by the full Board tonight. In addition, the Committee discussed a Collection Loan Policy, which will be moved along in the Governance Committee over the next few months.

Mr. Pasillas also announced the Governance Committee will meet the first Wednesday of the month moving forward.

VIII. President's Report

Ms. England asked the Board complete 2020 OMA Training and submit certificates of completion to Ms. Royer for our records.

She also touched on the Executive Director search stating there are two ways to conduct the search; either internally or with the help of a consultant. Ms. England will be looking at more information to share with the Board during the next ED Search Committee meeting.

IX. New Business/Action Agenda

- a) A motion to approve removal of fines Policy # 420-1, previously reviewed by the Governance Committee, was made by Mr. Pasillas, and seconded by Mr. Escobar.

Mr. Pasillas, Ms. Jenkins, Mr. Escobar, Mr. Freeman and Ms. England voted Aye.

Mr. McShane and Ms. Amorella voted Nay

Ms. Smith abstained.

- b) Review of Harassment Policy # 370.
After brief discussion and clarification, there was one edit suggested and accepted, for consistency to the policy by Ms. Smith. A motion to approve Harassment Policy # 370 was made by Mr. Pasillas and seconded by Ms. Amorella. Motion passed.
- c) Mr. Gaskill provided the Board with three (3) options for outside IT services. He will follow up with Mr. Salgado, acting IT Manager with recommendations and a proposal to the Board for approval next month.
- d) A discussion of whether to close the Library for Election Day took place around the Legislation recently passed, for the closure of state and local government offices across Illinois. Mr. Dorando pointed out that that piece of legislation is currently being challenged in the courts.

A motion to table the discussion was made by Ms. Amorella and seconded by Mr. McShane.

Ms. Smith, Ms. Amorella and Mr. McShane voted aye

Mr. Pasillas; Ms. Jenkins; Mr. Escobar; Mr. Freeman and Ms. England voted nay

The motion to table the discussion failed.
- e) A motion to close the Library for Election Day was made by Mr. Pasillas and seconded by Ms. Smith.

Mr. Pasillas; Ms. Smith; Ms. Jenkins; Mr. Escobar; Mr. Freeman and Ms. England voted aye

Ms. Amorella and Mr. McShane voted nay

Motion passed

X. Announcements/Trustee Comments

Board members welcomed Mr. Freeman to the Board.

Mr. Freeman introduced himself and expressed he was glad to be a part of the Board.

Mr. Pasillas gave the Board a “pat on the back” for removing fines. He also asked the Board to remind the community to respond to the Census. In addition, Mr. Pasillas recommended moving public comments up on the agenda.

Ms. Amorella also recommended moving public comment up on the agenda and requested bringing the mailer back.

Mr. Escobar thanked Mr. Freeman for helping to foster his civic pride in Waukegan and stated he enjoyed the Bradbury Virtual Showcase.

XI. * Public Comment

Please vote yes to remove all fines associated with library resources. The fines are a barrier to accessing resources for many kids and adults in our community, and many other libraries have implemented this measure. The library has for been a refuge for many families for the last several years and this move will help it remain a more welcoming space, especially during times like these.

Ms. Adriana Gonzalez

XII. Motion to adjourn at 7:36PM.

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.