

Approved 11-18-20

## MINUTES

### Waukegan Public Library – Board of Trustees Meeting

Wednesday, October 21, 2020 6:30 PM

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

I. Call to Order

The meeting was called to order at 6:32pm

II. Roll Call

Trustees present: Ms. Sylvia England; Mr. Josue Pasillas; Mr. Larry McShane; Ms. Jean Smith; Ms. Tatiana Amorella; Mr. Bryan Escobar; and Mr. Robert Freeman.

Ms. Martha Padilla-Ramos joined the meeting at 6:58pm, due to technical issues. A motion to bring Ms. Padilla-Ramos into the meeting was made by Mr. Pasillas and seconded by Ms. Amorella. All in favor, motion passed.

Trustees absent Ms. Chetara Jenkins (with notice).

Also, present 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. \* Public Comment -

For Public Comment - Update on Waukegan Carnegie Library

Waukegan Public Library Board of Trustees Meeting

October 21, 2020

On behalf of the Waukegan Park District and the Waukegan Historical Society, I wanted to reach out and update the Library Trustees on our Carnegie Library initiative. On August 13, the City of Waukegan transferred the Carnegie Library to the Waukegan Park District. This followed the positive Historic Structure Report that we commissioned from Harboe Architects, one of the most recognized preservation architectural firms in the country. Our initiative is a joint operation of the Historical Society and Park District to expand our history and cultural offerings at the Carnegie Library.

Fundraising for this project has been very successful. The Historical Society has received a five-million-dollar grant from a charitable organization. This grant, combined with other fundraising efforts, other grants and gifts, as well as support from the Waukegan Park District Board of Commissioners has our Waukegan Carnegie restoration project moving full steam ahead. We are now on a timeline to have the Waukegan Carnegie Center open in three years!

We are currently working with Harboe Architects on the schematic and engineering design phase of the Carnegie. This necessitates our need to determine and finalize the uses of the building. Of special interest for the Library Trustees is our continued goal of recreating the Children's Reading Room in the Carnegie. This room, which was so instrumental to author Ray Bradbury's development in his love for reading and writing, is set to be developed to permanently exhibit the Waukegan Public Library's Bradbury Collection. In the next few weeks, we will be working with you all to get the proper legal understandings in place. From there, our partnership will allow for

Bradbury's unique collection to help tell his story along with Waukegan, the Carnegie, and the Waukegan Public Library.

A dream of Bradbury's was to house part of his personal Library within his childhood Library, the Waukegan Carnegie. We are all now very close to fulfilling this dream.

If you have any questions, please feel free to reach out.

Ty Rohrer

Manager of Cultural Arts-Waukegan Park District

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#### IV. Agenda and Minutes

A motion to approve Agenda for WPL Board of Trustees October 21, 2020 meeting was made by Mr. Pasillas and seconded by Ms. Smith. All in favor, motion passed.

A motion to approve the Minutes of the WPL September 16, 2020 meeting was made by Mr. Pasillas and seconded by Ms. Amorella. All in favor, motion passed.

#### V. Finance Committee Report

The Finance Committee met to review the financial reports prior to the regular Board meeting. The financials were in good order.

A motion to Approve September 2020 disbursements was made by Mr. McShane and seconded by Mr. Freeman. All in favor, motion passed.

#### VI. Acting Executive Director's Report

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

- Reopening:

So far, it has been going smoothly, our numbers are increasing, we are open by appointment (walk-ins available) M-F 10-7. Our goal is to be open 7 days a week starting November 1, 2020. Our Hinkston branch hours have expanded from 10-3 M-F, though curbside service has ceased at that location, it is available open to close at the main branch. Our 'New Normal' is not the same way our community expected service pre-pandemic, but services are expanding based upon need for our community. By and large, we continue our efforts to provide services in a digital realm, thus assuring our reopening does not have to be disrupted by a change in which Phase of recovery the state is in. Staff are still working from home as able, as both a precautionary measure to not overburden the volume of the building, but as a best practice to provide continuity of service indefinitely.

- Personnel: We parted ways with two members of our staff – Customer Service (16H) and Safety (24H) since our last Board meeting. Strategic discussions with Library leadership about lifting the hiring freeze at WPL, beginning with Safety to supplement our current staffing situation and increased business with the public.

As of November 1, the positions supporting the WPL Foundation are eliminated due to budget constraints and as a precautionary measure due to an uncertain fiscal future.

Fundraising by the foundation will be solely the responsibility of the foundation volunteers, and Mr. Gaskill will serve as the liaison between the Library, our Board and the Foundation Board, and assist as necessary and able on behalf of the Library.

- Census effort: Census 2020 concluded 10/15 due to a ruling from a Federal Court. Our collective efforts in Waukegan made an impact on a historically low-reporting community.
- Board Member/Budget discussions: Budget discussions begin with Library leadership over the next month, and before the budget is presented to the full Board

#### VII. Services Report

Ms. Graves provided an update on services provided to the community at this time and highlighted the work being done to provide a variety of virtual services.

#### VIII. Governance Committee Report

The Governance Committee met on November 4 to discuss the following topics:

- a) Bradbury Collection Policy
- b) Bradbury MOU
- c) Expansion of Homebound Program to include more people in the community

There are currently no action items.

#### IX. President's Report

Ms. England thanked the staff for getting the doors open to the community during the pandemic. She also thanked Gale for her work in getting out masks and gloves into the community.

She also asked Mr. Freeman to join the Development Committee.

#### X. New Business/Action Agenda

- a) Cares Act Spending (COVID Specific)

A request was made to the Board to waive prior approval for expenditures from the Cares Act Grant.

Ms. Graves provided an overview of how the Cares Act Grant functions and explained the Library is the fiscal agent for the grant and payments for expenditures flow through the Library; however these expenditures are exclusively for the Cares Act Grant and the PPE kits for the Community. In addition; the Lake County Board signs off on all expenditures.

After discussion a motion to give the Executive Director spending Authority for the Cares Act Grant was made by Ms. Smith and seconded by Mr. McShane.

Ms. England, Mr. McShane, Mr. Pasillas, Ms. Smith Mr. Escobar, Mr. Freeman, Ms. Padilla-Ramos voted Aye.

Ms. Amorella abstained.  
Motion passed.

- b) A motion to approve proposal from Wendricks—White, Inc. for Plumbing Services was made by Ms. Smith and seconded by Ms. Amorella. All in favor, motion passed.

- c) A motion to approve Option A (month to month contract) for IT Connection Inc., for outside IT support was made by Ms. Amorella and seconded by Mr. Pasillas. All in favor, motion passed.
- d) Motion to approve Priority 1 contract for Janitorial Services one-month contract was made by Mr. Pasillas and seconded by Mr. Escobar. All in favor, motion passed.
- e) Proposal of COLA for WPL Staff

A proposal to the Board to approve the 2% Cost of Living Adjustment for the FY21 was presented to the Board. The COLA was included in the FY21 budget; however, it was not brought to the Board for formal approval due to the pandemic. Mr. Gaskill asked that the adjustment be given to the staff at 4% for the remainder of the fiscal year to make up for not getting the adjustment at the appropriate time.

Discussion among the Board members revolved around whether it was prudent or responsible to grant the COLA at this time as well as, consideration for the fact that staff was expecting the adjustment.

A motion to approve the 4% COLA for the remaining six (6 months) of the fiscal year was made by Mr. Freeman and seconded by Mr. McShane.

Mr. Pasillas, Mr. Freeman, Ms. Smith, Mr. McShane, and Mr. Escobar voted Aye.

Ms. Padilla-Ramos, Ms. Amorella, and Ms. England voted Nay.

Motion passed

- f) Ray Bradbury Policy #500 Discussion  
A Memorandum of Understanding (MOU) will be drafted and sent to the Governance Committee to review in November prior to sharing it with the full Board.

If Board members would like to be part of the discussion the next Governance Committee Meeting is on November 4.

#### XI. Announcements/Trustee Comments

Mr. Pasillas thanked the Marketing staff for providing the newsletter and reminded people to vote.

Mr. McShane thought the newsletter was great and “Bravo” to those who got it done.

Ms. Smith asked for specifics around for clarification on walk in and appointments for patrons coming into the Library and capacity. Mr. Gaskill provided clarity that the capacity was 25 people, and we will do our best to accommodate any walk ins.

Mr. Freeman said he loved the learning kits and reminded people to vote and stay safe using

early voting.

Ms. Amorella thought the mailer was beautiful and the curbside pick-up was well done. She also thought the Library was doing well getting the word out to vote.

Mr. Escobar likes the themed book boxes and the learning kit. He loves this type of programming.

Ms. Padilla-Ramos had a suggestion to promote some type of cooking activity.

XII. Adjourn - Motion to adjourn at 7:57pm