

Approved 1/20/21

MINUTES
Waukegan Public Library – Board of Trustees
Meeting

Wednesday, December 16, 2020 6:30 PM

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

I. Call to Order

The meeting was called to order at 6:35pm

II. Roll Call

Trustees present: Ms. Sylvia England; Mr. Bryan Escobar; Mr. Josue Pasillas; Mr. Robert Freeman;

Mr. Larry McShane; Ms. Jean Smith; and Ms. Tatiana Amorella.

Ms. Martha Padilla-Ramos joined the meeting at 6:41pm, due to technical issues. A motion to bring Ms. Padilla-Ramos into the meeting was made by Mr. McShane and seconded by Ms. Smith. 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, Legal Counsel, and Ms. Susan Royer, Executive Assistant.

III. Public Comment - None

IV. Agenda and Minutes

A motion to approve Agenda for WPL Board of Trustees December 16, 2020 meeting was made by Mr. Pasillas and seconded by Mr. McShane. All in favor, motion passed.

A motion to approve the Minutes of the WPL November 18, 2020 meeting was made by Mr. McShane and seconded by Mr. Pasillas. 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 found to be in in good order.

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

VI. Acting Executive Director's Report

Finance Committee: Budget discussions with Anna, Gale and myself are forthcoming in January.

WPL's draft budget is due to the city in late January. so we should have those budgetary discussions in January- please schedule with Anna and myself at your convenience. Leadership and Admin have been meeting to discuss budgetary needs for departments and the library in FY'22.

Development Committee: Check out www.waukeganpl.org/board, for all your trustee information needs. We are working on getting the Trustee Biography form, strategic plans and WPL specific information, along with other essential trustee information in a central location. This site is password protected, which I will share in a separate email when we are finished with updates.

Governance Committee: I recommend we work with library counsel and library staff to create whatever documentation the parks department needs for the museum. We can continue to work on policy to protect the collection, and form a long-term loan policy to support things on our end. The Parks/Historical Society have shared a Memorandum of Understanding which requires review by our attorney, and we want to make sure this collection, given to the taxpayers in our community, is put to good use and the Parks proposition is promising. More information is forthcoming, and please reach out with any questions. An updated copy of our Policy Review schedule will live on the website mentioned above.

Board Training:

I hope to work with the Development committee to provide comprehensive board training in early 2021.

Operations:

Bookkeeping- Anna is working on developing internal controls documentation, along with eventual procedure and policy to be sent to the board.

HR- Susan Royer has been appointed HR Coordinator, and will work directly with the City HR department for our HR needs. We had one personnel loss in November- the library was no longer able to provide reasonable accommodation to a an individual out since March, and the library is in need of assistance in the maintenance department during a pandemic.

Maintenance- The library building is sound, and we passed inspection on our Boilers this week. We are also having the pump installed in the lower level today. We are also making preparations for expanded services in the new year. More information about services will be forthcoming.

IT- you may see bigger than normal charge in this month's financials for the IT contractor (IT Connection) who helped us transition to Microsoft 365. Our email server was due to be replaced in October for a yearly charge of \$8,000, and by transitioning to the cloud, aside from the initial cost to roll it out, we will only pay for the service at great savings to the taxpayer.

Marketing/PR- Karina and Jennifer are putting the finishing touches to our Winter newsletter, in mailboxes in early January. They are doing a great job at promoting and pivoting to a digital realm. Karina and Isaac are working on a website audit and have gathered a team to assist and update our website as appropriate.

Collection Management is working hard at fulfilling requests for physical and eBooks, and processing everything necessary so our collection remains a focus.

Customer Service/Inventory- working hard at assisting our patrons via Curbside, quarantining

materials for seven days, pulling holds, re-shelving, they are great at service, and it shows in the relationships we build with our community.

VII. Services Report

Ms. Graves provided an update on services including:

- The new newsletter will be out at the beginning of the year and will feature service/offerings for Black History Month.
- We are currently working on updates to our website as well as a marketing plan for fax/print/copy and notary services.
- The children's department is hosting a writing contest for grades three to eight.
- 160 videos have been produced covering trivia, story time, geography, etc.
- Increased Education and Literacy opportunities, tutoring and educational services internally and through partners,

VIII. Governance Committee Report

None

IX. President's Report

Ms. England thanked the WPL staff for staying the course.

She also remarked that the Executive Director Search Committee is in the process of sending the RFP to the selected search firms.

X. New Business/Action Agenda

a) Review Communico quote for approval

The Board was provided an overview of Communico's applications and the cost savings involved by eliminating the piece meal services we currently have (some of which we do not use) and replacing them with Communico. The new application would cost \$15,000, however we would eliminate a service we are not using at a cost of \$24,000.

Following discussion, a motion to accept the proposal as given was made by Ms. Padilla-Ramos and seconded by Mr. Escobar. All in favor, motion passed.

b) Review of Priority One contract for approval

After discussion a motion to approve the Priority One contract was made by Mr. McShane and seconded by Ms. Smith.

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

Ms. England; Ms. Padilla-Ramos and Ms. Amorella voted nay.

Motion passed.

XI. Announcements/Trustee Comments

Mr. Escobar expressed excitement for a WPL App, allowing people to engage with the library, the community will be excited.

Mr. McShane Complimented our acting ED Jon G. and staff for doing an exceptional job during the pandemic, "Bravo!"

Ms. Smith echoed agreement with Mr. McShane and Mr. Escobar.

Ms. Amorella expressed her thanks to everyone at WPL, and wished everyone a happy holiday.

Ms. Padilla-Ramos expressed excitement to see a bookmobile in the community again and wished everyone a happy holiday.

XII. Adjourn - Motion to adjourn at 7:33 PM.

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.