

Approved 2-17-21

MINUTES
Waukegan Public Library – Board of Trustees Meeting
Wednesday, January 20, 2021 6:30 PM
Virtual Meeting <https://www.youtube.com/user/wplstaff>

I. The meeting was called to order at 6:38pm

II. Roll Call

Trustees present: Ms. Sylvia England, Mr. Josue Pasillas, Mr. Bryan Escobar, Mr. Robert Freeman, Ms. Martha Padilla-Ramos, Ms. Jean Smith and Ms. Chetara Jenkins.

Trustees absent: Ms. Tatiana Amorella (with notice) and Mr. Larry McShane (with notice)

Also, present Mr. Jon Gaskill, Acting Executive Director; and Ms. Gale Graves, Acting Assistant Director, Ms. Anna Guthman, Business Office Manager and Mr. Doug Dorando, Legal Counsel.

III. * Public Comment

None

IV. Agenda and Minutes

A Motion to approve Agenda for WPL Board of Trustees January 20, 2021 meeting was made by Mr. Pasillas and seconded by Ms. Padilla-Ramos. Motion passed.

A motion to approve the Minutes of the WPL December 16, 2020 meeting was made by Mr. Pasillas and seconded by Mr. Escobar. Motion passed.

V. Finance Committee Report

The Finance Committee reviewed the financial reports prior to the regular Board Meeting. In addition, Ms. Guthman provided an overview of the reports to the Board. All were found to be in good order.

A motion to Approve January 2021 disbursements was made by Mr. Pasillas and seconded by Ms. Smith. Motion passed.

VI. Acting Executive Director's Report

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

- We are in the process of populating Communico with information for a hopeful Spring launch of our WPL app.
- Our OpenGov portal is another project a select team has been working on to provide information to our community about how library funds are spent, what we do (visits, circulation, programming, etc.) with a launch before the next fiscal year.
- We are also working on a website refresh.

- A draft of the FY'22 budget will be provided to the to the Finance Committee/Board before February 1.
- WPL Safety monitors were made full-time employees as of 1/1/2021 to support seven-day-a-week service.
- The WPL Building is open M-F 10-7 for curbside, and kiosk service with 15-minute appointments started 1/18. We hope to be open seven days a week starting 2/1/2021.
- Our new newsletter is out: <https://www.waukeganpl.org/2021-winter-spring-newsletter/> and in mailboxes in early January.
- The RFP has been posted on our website: www.waukeganpl.org/bids and has been shared with the city to share on their social media outlets.

VII. Services Report

Ms. Graves provided an update on services including:

- Kiosk Services
- Book Reviews
- Children's book bundles
- Black History Month Programming
- Curbside service collaboration between departments

VIII. Governance Committee Report

Mr. Pasillas reported the Governance Committee met on January 13 to discuss the schedule of policies that need to be revised in the future.

IX. President's Report

Ms. England thanked Mr. Gaskill for keeping the Library going.

X. Friends of the Library Report

Mr. Gaskill provided a brief overview of the Friends of the Library activities.

XI. New Business/Action Agenda

a) Approve Library Closures 2021

A motion to approve the amended Library closures to include June 19 (Juneteenth), July 5 (4th of July observed) and November 5 (Staff Day), was made by Mr. Pasillas and seconded by Mr. Escobar. Motion passed.

b) Approve Supplemental Appropriation for WPL to act as Fiscal Agent for CARES Act funds

A motion to approve Supplemental Appropriation for WPL to act as Fiscal Agent for CARES Act funds was made by Mr. Pasillas and seconded by Mr. Escobar. Motion passed.

c) Approve purchase of 25 Wi-Fi Hotspots for circulation through T-Mobile for Education.

A motion to approve the purchase of 25 Wi-Fi Hotspots for circulation through T-Mobile for Education was made by Mr. Freeman and seconded by Ms. Smith. Motion passed.

XII. Announcements/Trustee Comments

- Ms. Padilla-Ramos commented on the newsletter and, she would like to see stories about Ms. England's museum and the underground railroad.
- Mr. Escobar was happy to see the news article on the writing contest, and how creative staff was for this year's Polar Bear Plunge.
- Mr. Pasillas applauded the staff for all the virtual programming they are providing to the community.

- Mr. Freeman appreciates the updates about what is going on at the Library.
- XIII. A motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2(c) (11) to discuss ongoing litigation was made by Ms. Smith and seconded by Mr. Pasillas. Motion passed.
- XIV. Motion to end closed executive session and return to open session.
- XV. Adjourn - Motion to adjourn at 7:37 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.