

MINUTES

Waukegan Public Library – Board of Trustees Meeting

Wednesday, February 17, 2021 6:30 PM

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

I. The meeting was called to order at 6:39pm

II. Roll Call

Trustee's present: Ms. Sylvia England; Mr. Bryan Escobar; Mr. Josue Pasillas; Mr. Robert Freeman.

Ms. Jean Smith; Ms. Tatiana Amorella and Ms. Martha Padilla-Ramos

Trustees absent Ms. Chetara Jenkins (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, Mr. Doug Dorando, Legal Counsel, and Ms. Susan Royer, Executive Assistant.

III. * Public Comment -

I would like to make a public comment to thank the library and their marketing team during this time. I have been really impressed by the Black History Month materials that has been published for the community, and I hope the people making those posts and events feel very appreciated. The work does not go unnoticed. I hope similar materials and events continue to occur in whatever capacity we are able.

Keep up the great work!

Adriana

IV. Agenda and Minutes

A motion to approve agenda for WPL Board of Trustees February 17, 2021 meeting was made by Mr. Pasillas and seconded by Mr. Escobar. Motion passed.

A motion to approve the minutes of the WPL January 20, 2021 meeting was made by Mr. Pasillas and seconded by Ms. Smith. Motion passed.

V. Finance Committee Report

Ms. Guthman provided an overview of the budget status. The Library is nine months into the Fiscal year and in line with expenses. A little more has been spent in the category of repairs and maintenance due to additional cleanings needed due to COVID19.

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 highlights included:

- Expansion of services of services as of Monday 2/22 we will offer 20-minute Kiosk visits seven days-a-week, including curbside every day we are open. Staff is in and we are open to the public M-F 10-7, Sat/Sun 10-3.
- Presentation of the draft budget
- Personnel update
- Maintenance has passed all recent inspections of our facilities
- IT is working on mapping and cleaning up our network (internal) for efficiency's sake and will be offering some refresher training on Microsoft 365 for staff and volunteers.
- Marketing is looking into the group of people in our community who receive our newsletter and working on refining our process to better reach our community.
- The Friends of the Library voted to donate \$10,500 toward programming, a possible LED sign as well as \$1000 toward our staff holiday dinner.
- We are participating with the city and Beacon Place/Heart of the City toward the goal of expanding community broadband internet.

VII. Services Report

Ms. Graves provided an update from Services to include:

- Six staff members in the Education ad Literacy department have been trained as Community Health Ambassadors in partnership with the LCHD
- Marketing is working with the city on collaborative communications
- Digital Literacy classes have begun, and tutoring services have been picking up
- Black History Month activities gave been well received
- Patrons are making use of printing and faxing services

VIII. Governance Committee Report

None – The Governance Committee will meet again in March.

IX. President's Report

Ms. England thanked the staff for the Black History month events well as the story time and trivia activities. She also provided an update on the Directors search. The committee had a meeting on Monday and will meet again next month to review RFPs to determine the direction to go.

X. New Business/Action Agenda

The Board reviewed the WPL FY 22 proposed budget.

- Increases in the repairs and maintenance costs were noted and it was explained that the increase was due to higher cleaning/safety costs due to COVID-19.
- A decrease in the programs budget was also noted and it was explained this was due to lower costs for virtual programming.
- Questions also were raised about the 2% cola increase for staff. It was noted the increase is in the proposed budget and will go to the Board for approval/renewal in April.

A motion to approve the WPL FY 22 proposed budget was made by Mr. Pasillas and seconded by Mr. Escobar.

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

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

Motion passed.

XI. Announcements/Trustee Comments

Mr. Pasillas requested the Board be provided a monthly update on the number of people who have Library Cards

Mr. Freeman suggested posting before/after pictures of the Library for Covid to show changes in service points.

Ms. Amorella suggested contacting Waukegan Arts on signage

Mr. Pasillas thanked staff and reminded of upcoming municipal elections, suggesting the Library push for voting.

Mr. Freeman and Ms. Amorella thanked Ms. Guthman and Ms. Graves for tonight' input/explanations.

Mr. Escobar is glad to see people coming to the Library for services and they have peace of mind they are going to a clean space. He also thanked the friends volunteer group.

XII. Adjourn - Motion to adjourn at 7:41 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.