

MINUTES
Waukegan Public Library – Board of Trustees Meeting
Wednesday, March 17, 2021 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: Mr. Bryan Escobar; Ms. Tatiana Amorella; Mr. Larry McShane; Mr. Robert Freeman; Mr. Josue Pasillas; and Ms. Sylvia England

Ms. Martha Padilla-Ramos joined the meeting at 6:36pm. A motion to bring Ms. Padilla-Ramos into the meeting was made by Mr. McShane and seconded by Ms. Amorella. All in favor, motion passed.

Trustees absent Ms. Jean Smith (with notice) and Ms. Chetara Jenkins (with notice)

Also, present Mr. Jon Gaskill, Acting Executive Director; Ms. Gale Graves, Acting Assistant Director; Ms. Anna Guthman, Business Office Manager; Ms. Karina Martinez, Acting Marketing Manager; Mr. Doug Dorando, Legal Counsel; and Ms. Susan Royer, HR Coordinator.

Public Comment

Ms. Pulido shared a concern with the Board regarding a personnel issue.

III. Agenda and Minutes

A motion to approve Agenda for WPL Board of Trustees March 17, 2021 meeting was made by Mr. Pasillas and seconded by Mr. Freeman. Motion passed.

A motion to approve the Minutes of the WPL February 17, 2021 meeting as amended was made by Mr. McShane and seconded by Ms. Amorella. Motion passed.

IV. Finance Committee Report

The Finance Committee met prior to the regular Board meeting to review the WPL Profit and Loss and Check Detail Reports. Ms. Guthman provided an overview of the budget status.

The Library is ten 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 for COVID19 precautions.

A motion to Approve February 2021 disbursements was made by Mr. McShane and seconded by Mr. Pasillas. Motion passed.

V. Acting Executive Director's Report

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

- His participation with the University of Illinois iSchool Micro Fair where he met with future librarians and shared the stage with the director of Champaign-Urbana Public Library. They talked about the profession, working at a public library like Waukegan, and how the pandemic has impacted our operations now and into the future.
- We are seeking quotes for a tent for outside programming. This will expand our ability to offer in-person programs for the spring and summer, and even after the pandemic is over.
- The Admin team is looking into training for the Leadership team to improve our process and build our leaders' skills. We are hoping to provide additional, ongoing training for our frontline staff beginning this summer.
- Meetings have been set up with Friends and the Foundation Presidents to discuss collaboration and shared purpose fundraising for the Library.
- Mr. Gaskill yielded his remaining time to Ms. Martinez who shared information on community outreach pre and post pandemic.

VI. Services Report

Ms. Graves provided an update from services including:

- The Library is now open everyday
- We are currently working on updates to our website
- Partnering with the Boys & Girls Club at Brushwood Center for their Earth Day program.
- Launching new movie boxes
- Continuing book boxes – sending home new tools for learning
- Hosting Trivia nights at Nightshades and Dark's Pandemonium Brewing

VII. Governance Committee Report

The Governance Committee met on March 3, 2021 and discussed the Use of the Library Policy. They will meet again on April 7 and share recommendations to the Board at a later date.

President's Report

Ms. England thanked the Friends of the Library.

The ED Search Committee will be putting out a new RFP for the ED Search. More information on the search will be coming.

VIII. New Business/Action Agenda

- a) Review and approval for use of Per Capita grant funds to join the Digital Library of Illinois (DLI) eBook consortium.

After discussion, a motion to approve the expenditure of \$17,800 of Per Capita grant funds to join the Digital Library of Illinois (DLI) eBook consortium was made by Mr. Freeman and seconded by Mr. Pasillas.

Mr. Escobar; Mr. McShane; Mr. Freeman; Mr. Pasillas; Ms. England and Ms. Padilla-Ramos voted aye.

Ms. Amorella voted nay.

Motion passed.

b) Approval of BiblioBoard One (1) Year Contract Renewal

A motion to approve the BiblioBoard One (1) Year Contract in the amount of \$2,850.00 was made by Ms. Amorella and seconded by Mr. McShane. Motion passed.

c) Review and approval of ShoutBomb One (1) Year Contract

A motion to approve ShoutBomb One (1) Year Contract in the amount of 8,444.00 was made by Mr. Freeman and seconded by Ms. Padilla-Ramos. Motion passed.

IX. Announcements/Trustee Comments

Mr. Escobar thanked Ms. Graves and Ms. Martinez for their reports.

Ms. Amorella also thanked Mr. Gaskill, Ms. Graves, and Ms. Martinez for their reports.

Mr. McShane suggested it might be helpful to have visuals of the new technology the Library is using to see how the technology works.

Mr. Freeman thanked Mr. Gaskill, Ms. Graves, and Ms. Martinez for the great things they do for our community.

Ms. Padilla-Ramos thanked everyone for the new ideas shared tonight.

X. Adjourn - Motion to adjourn at 7:55 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.