

MINUTES

Waukegan Public Library – Board of Trustees Meeting

Wednesday, April 21, 2021 6:30 PM

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

I. Call to Order

The meeting was called to order at 6:30pm.

II. Roll Call

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

Trustees absent Ms. Jean Smith; (with notice) Mr. Josue Pasillas (with notice); Ms. Martha Padilla-Ramos (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; Ms. Susan Royer, HR Coordinator. Josh Bill, Board President of the Waukegan Historical Society; and Mr. Ty Rohrer, Manager of Cultural Arts for the Waukegan Park District.

III. Public Comment-
None

IV. Agenda and Minutes

A motion to amend (moving the presentation by The Waukegan Historical Society & Parks Department to item V) and approve the agenda for WPL Board of Trustees Wednesday, April 21, 2021 was made by Mr. McShane and seconded by Mr. Freeman. Motion Passed.

A motion to approve the minutes of the WPL March 17, 2021 meeting was made by Ms. Amorella and seconded by Mr. Freeman. Motion Passed.

V. Presentation by Waukegan Historical Society & Parks Department

Mr. Bill and Mr. Rohrer shared their vision of the Waukegan Carnegie Library with the Board and the potential partnership with the WPL to exhibit the Bradbury collection owned by the library.

VI. 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 eleven months into the Fiscal year and in line with expenses. Salaries are under budget; 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 March 2021 disbursements was made by Mr. McShane and seconded by Mr. Escobar. Motion passed.

VII. Acting Executive Director's Report

Mr. Gaskill provided his report to the Board.

I joined the iSchool group again yesterday evening to talk about WPL and participated in a fun Trivia Night with future librarians- they are only two weeks from graduation, and it was neat to participate with a few other public librarians. I think this is a neat opportunity to get to know future people entering the field of librarianship, and a good opportunity to get WPL's name out there as a destination for newly minted librarians hungry to put all that schooling to work in the "real world."

Operations:

We are in the process of replacing a water fountain downstairs with a bottle filler like the upstairs and staff areas. We recently installed four new garage door openers; we were using the original openers from 1963! The budget is in good shape, and the Admin team is rolling out a complaint/concern form for staff issues. We will be holding IT training as well as Incident report training coming consistently starting in May. We are also getting an illuminated OPEN sign for our front doors. We are looking into renting or buying a tent for outside programming and looking into bids for signage and security systems/cameras- more information is forthcoming, so stay tuned.

Our team is putting finishing touches on our app build with Communico, and we should have a functional app within a few weeks. We will promote our new app heavily beginning in June. Speaking of June, our Summer Library Program begins June 7 and runs through August 5- the theme is "Reading Colors Your World," and it is for all ages. I look forward to the exciting events our staff have planned for the summer months!

Personnel:

We are beginning the hiring process again and starting with a janitor and strategically hiring and promoting from within to focus on the function rather than the department. We will focus on IT (Web Administrator) as well as hiring HR (Coordinator or Manager) and a Marketing professional to support our promotion in Waukegan and beyond. Susan is doing a good job adapting to her new role as HR Coordinator, and her support as well as the assistance of the Admin team is greatly appreciated.

COVID-19:

Our expanded hours begin May 1 with one-hour visits/appointments for walk-ins. WPL is open seven-days-a-week, 10-7 M-F, 10-3 Saturday and Sunday.

We are working on developing a delivery service to pilot in May for open promotion to the public in June as an available service, as well as opening the branch back up for service with a plan to re-brand the branch in the fall. We are discussing logistics of combining Reference Assistants and Clerks into a cross-functional department to meet patron needs when they visit or call for service on the main floor. We are exploring and planning for a soft open June 1 with browsing of the main-floor collection and additional computers and study rooms for patron use, as well as co-opting Meeting Rooms A/B as a modified Children's Space. By June 1, we will be prepared for expanding our visits from the public to 90 minutes and start to offer programming on site again for the Summer Library Program

Friends/Foundation:

The Friends of the Library have elected Ginny Stricker as their new President beginning in May. We are working together to consider sales in the summer in conjunction with Art Wauk Saturdays, and

hopefully be able to offer a modified summer/ongoing concert series again in conjunction with the city's bringing back Art Wauk to its former glory. The Foundation continues to meet, and we are in support of their efforts.

VIII. Services Report

Ms. Graves provided an update from Services:

Kiosk and Curbside Services Continues to Expand

- Effective May 1, 2021, the public will be able to make an appointment or walk-in to receive services for 1 hours.
 - Kiosk Services
 - Computers – 50 minutes with 10 minutes for printing and wrapping up.
 - Copy, Scan and Fax – Up to One hours
 - Reference, Card and Education Services
 - Assistance with searches, accounts, and adult education testing – one hour
 - Service Hours remain the same M-F 10 am – 7 pm and Saturday/Sunday 10 am – 3 pm

Children's, Adult and Education and Literacy Services Programs

- Children's Programming
 - Participating in community-based initiatives
 - Boys and Girls Club of Lake County (April 12, 2021)
 - Activity Packets (200 children, 200 family)
 - WPL Newsletter
 - PPE Kits
 - Earth Day Celebration (Waukegan Ace Hardware) (April 24, 2021)
 - Activity Packets, games, decorating pots, seed packet giveaway and information about Earth Day.
 - Expanding offerings to engage the community with the library's resources.
 - Family Movie Boxes
 - Discovery Bags
- Adult Reference
 - Relaunch of Trivia Night Live at Nightshade and Dark (April 15, 2021)
 - Orchids of Illinois with Kathy Garness – Audubon Society
 - Our Rapidly Changing Climate – Dr Terry Root (27 attendees)
 - Current Displays
 - Autism Awareness Month
 - National Library Week
 - National Poetry Month
 - DEAR – Drop Everything and Read
- Education and Literacy Services
 - Digital Literacy
 - Health Literacy
 - Volunteers
- Library
 - Reading Colors Your World – Programs Under Development
 - Gardening Program

- Reading Challenge
 - Juneteenth
 - Grants
 - Illinois Department of Public Health Association Pandemic Navigation Grant
 - To address the needs of community members needed support to access COVID-19 information and vaccine appointments.
 - Capacity building for our health literacy program
 - Increase library community outreach and engagement.
 - Increase collaboration of library with community partners.
 - Support community in transitioning to the “new” normal
 - Offsets some library budget expenses for staff (\$53k)

IX. Marketing Report

Ms. Martinez provided an update from Marketing:

- Expansion of Services: Starting Saturday, May 1, 2021, onsite visits will be expanded to 1-hour.
 - This will be posted on our website and distributed through our various communication channels.
 - Posters/Flyers: Front entrance and main floor
 - E-blast: Patrons signed up to receive our e-newsletter will receive an update. Link to sign-up: <https://www.waukeganpl.org/email-signup/>
 - Social Media: Facebook, Instagram, and Twitter
- Representatives from WPL are participating in committees to engage our community in this year’s Juneteenth celebration.
 - CLC
 - Lake County Committee
- Summer Library Fun -We are gearing up for the summer with this year’s theme: “Reading Colors Your World.” A committee of staff members representing departments throughout the library has identified various methods to promote this year’s reading challenge and programs happening throughout the summer.
 - These will be posted on our website and distributed through our various communication channels.
 - Newsletter
 - Summer Video
 - Decorations
 - Posters/Flyers/Yard signs
 - E-blast
 - Social Media: Facebook, Instagram, and Twitter
- We continue to work with Communico to prepare for the release of our library app.
 - Target Release Date: June 2021
- Targeted spring mailers were sent at the beginning of the month.
 - Next steps: Use this as a guide for future targeted mailing.

X. President’s Report

Ms. England thanked the staff for their hard work and commented on the Craft kits Cindy is making.

XI. New Business/Action Agenda

Request to approve an extension of the previously approved staff COLA for Fiscal Year 2022.

A motion to discuss/approve the extension of the previously approved staff COLA for Fiscal Year 2022 was made by Mr. Escobar and seconded by Mr. McShane. Following discussion, a vote to approve was taken.

Mr. Escobar and Mr. Freeman voted aye.

Ms. Amorella; Mr. McShane; and Ms. Sylvia England voted nay.

The motion did not pass.

XII. Announcements/Trustee Comments

Ms. Amorella thanked Ms. Martinez and Ms. Graves for their presentation.

Mr. McShane thanked Mr. Gaskill; Ms. Martinez; Ms. Graves and Ms. Guthman for their involvement.

Mr. Escobar loves seeing all the work staff is doing and it is great to hear about the partnerships.

Ms. England thanked Mr. Dorando for his part in Board meetings.

XIII. Adjourn - Motion to adjourn at 7:35 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.