

MINUTES

Waukegan Public Library – Board of Trustees Meeting

Wednesday, May 19, 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. Josue Pasillas; Ms. Jean Smith; Mr. Bryan Escobar; Ms. Tatiana Amorella; Mr. Larry McShane; Mr. Robert Freeman; Ms. Martha Padilla-Ramos; and Ms. Sylvia England

Trustees 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.

III. Public Comment - None

IV. Agenda and Minutes

A motion to approve the agenda for WPL Board of Trustees Wednesday, May 19, 2021, was made by Ms. Amorella and seconded by Mr. Escobar. Motion passed.

A motion to approve the Minutes of the WPL April 21, 2021, meeting was made by Ms. Smith and seconded by Ms. Padilla-Ramos. Motion passed.

V. Finance Committee Report

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

A motion to approve the April 2021 disbursements was made by Ms. Smith and seconded by Mr. Freeman. Motion passed.

VI. Acting Executive Director's Report

Mr. Gaskill provided his report to the Board.

It has been a busy month. We put finishing touches on our end of the App with Communico and should have a test app soon. June is Pride Month, as well as the beginning of our summer library experience "Reading Colors Your World." I encourage everyone to sign up to participate by clicking here: <https://waukeganpl.beanstack.org>. Program runs June 5 through August 7 and is for all ages. WPL will be closed on Juneteenth (June 19, 2021) though staff will be working in the community to bring Juneteenth programming to our patrons via social media outlets and our YouTube page. Stay tuned for more information as the time draws closer.

Operations:

Building: The building is in good shape, Maintenance installed a bottle filler/water fountain in the downstairs Children's hallway to replace the two we had, one of which sprung a leak. There are several things upcoming in re: the building, including the Signage/LED project for the library, as well as a possible tent to pitch on our courtyard. I have presented what we have so far, we are awaiting another quote from a local vendor of tents, but this will be a good way to provide

programming outside until we can bring back programming indoors and re-fit the building for such activity by September 1.

Personnel: One new hire, Alicia joined our maintenance department as PT weekend custodial support. We also welcomed Severo who will serve as a Coordinator along with Manny and Jennyfer in ELS to support the IDPHA grant for community health workers. We promoted two part-time customer service clerks to full-time Coordinator roles at the branch and for home delivery. Please join me in congratulating these folks for joining WPL or adding to their current roles new opportunities. We will pilot the branch location on June 1, and trial home delivery the month of June with plans to launch both in September branded (or re-branded @ branch) as services provided by the WPL moving forward. We are also planning on posting a few positions- Web Administrator to work in IT and Marketing coordinator positions to assist with Community Outreach and PR in the Marketing department.

Reopening: On May 1, we opened our doors to 1-hour appointments and expanded the number of computers available to patrons, as well as light browsing of new items and displays. On June 1, we are planning to open the whole main floor to browsing the Adult/YA collection, and bringing up portions of Children's materials to Meeting Rooms A/B on the main floor, as well as opening the computers closest to ELS to Family use (children or people with children). Our anticipated full reopening date is September 1, at which point we hope to bring some programming back into the building and reopen the lower level to browsing the children's department and give a larger programming/meeting space for groups again, as well as regular Friends of the Library book sales in the Bradbury room. This is all subject to change based on guidance from the CDC as well as state & local rules & guidance from the Lake County Health Department.

Services:

In response to our expanding services, we are forming a cross-functional "Patron Services" team to provide consistency of service on our main floor for each patron's needs; Kiosk (print/scan/fax/computer/copier), curbside and branch locations, as well as to support our home delivery service, which will consist of Reference Assistants and Clerks working together to provide these services. Programming and services will continue to serve their respective constituents, i.e., Children's and Reference services will continue, but up to half of this cross-functional team will help our patrons on a daily basis. Each department (Reference, Children's and ELS) will continue our regularly scheduled programming, and are looking to expand more into the real-time assistance/programming realm- more will be revealed as we draw closer to making these changes.

Per our strategic plan, we innovate to meet the wants and needs of our patrons and community, and WPL is in a unique position to come out of the pandemic as a more responsive, efficient, and relevant organization as we move safely, gradually forward. WPL's reputation as a trusted institution gives us a great opportunity to reach more people than ever with partnerships as Illinois opens back up. We are ready to continue to grow into our role as the glue which brings Waukegan together. Next big focus is our marketing effort to get the word out, to let the people know, like Horton Hears a Who, "We are here, we are here, we are here." Again, stay tuned for more opportunities and thanks to the staff who make these successes possible.

VII. Services Report

Ms. Graves provided and update from Services.

June represents the kickoff of our Summer Colors Your World theme for our summer

programming. Here is an overview of what to expect in June of 2021.

Expansion of Services – summer focus

Increase in number of patrons in the building on the main floor receiving services – 60% capacity.

Expansion of time allowed on site.

- Kiosk Services
- Patron Services
- Information Services
- Children’s and Reference Service
- Teen Space (interim)

Engagement of patrons inhouse and onsite – outside

- Engaging virtual and outdoor programming, kiosk services and librarian/adult education services by appointment
- Development of community-based collaborations to deliver programming

Summer Programming (Children’s, Teens and Adults)

- Asian Pacific Islander Month, 6/24, Learning about Filipino culture
- Summer Lunches, 6/14 – 8/16 from 12 noon to 1 pm
- Plant Your World, 6/21 from 5- 6 pm
 - Learn how to grow your own plants. Plant and take-home seed kits.
- Khol Children’s Museum Pop Up Tent – onsite
 - STEM and STEAM programming outdoors, combined with library programming/activities
- Colorful Canvas 6/15 – Paint and snacks for teens
- Mysterious Wendigo with Chad Lewis (virtual) 6/7 – adult
- Live Trivia, 6/3, 6pm – Pride Trivia

Education and Literacy Services

- Increase appointment onsite and expand offsite services
- Expand and increase awareness of library service and resources
- Schedule vaccine appointments
- Support community pop up vaccine clinics – resources, CHWs and information
- Secure funding for FY2022 - \$250k – library services

VIII. Marketing Report

Ms. Martinez provided an update from Marketing.

Expansion of Services: Starting Tuesday, June 1, 2021

- 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

Summer Library Fun (June 5 – August 7) - 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.
 - Summer Video: Premiere coming soon!
 - Newsletter
 - Posters/Flyers/Yard signs
 - E-blast
 - Social Media: Facebook, Instagram and Twitter

Representatives from WPL are participating in committees to engage our community in this year's Juneteenth celebration.

- College of Lake County Virtual Celebration
- Lake County Juneteenth Celebration: Juneteenth Journey

WPL will be participating in Waukegan Pride 2021

- Pride Storytime
- Resource Table
- Pride Drive

IX. President's Report

Ms. England welcomed the new Mayor and looks forward to working with her.

X. New Business/Action Agenda

- a) Request to approve two percent staff COLA for Fiscal Year 2022.

A motion to approve a two percent staff COLA for Fiscal Year 2022 was made by Mr. Pasillas and seconded by Ms. Smith.

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

Ms. Amorella voted nay.

Motion passed.

- b) Approve purchase of WPL signage from outside vendor up to \$25,000.

After review and discussion on the current proposals the Board determined they needed to have more concise quotes that would allow them to compare equivalent products before coming to a decision.

A motion on table the discussion was made by Ms. Padilla-Ramos and seconded by Ms. Amorella. Motion passed.

- c) Approve rental or purchase of tent from outside vendor up to \$16,000.

A discussion took place about the pros and cons of renting vs. purchasing or whether a tent was needed at all.

A motion to approve the purchase of a tent was made by Mr. Pasillas and seconded by Mr. McShane.

Mr. Pasillas; Ms. Smith; Mr. Escobar; Mr. McShane; Ms. Padilla-Ramos; Ms. Amorella and Ms. Sylvia England voted nay.

Mr. Freeman abstained.

The motion did not pass.

A motion to approve the rental of a tent was made by Mr. McShane and seconded by Mr. Freeman.

Mr. Freeman and Mr. McShane voted aye.

Ms. Smith Abstained.

Mr. Pasillas; Mr. Escobar; Ms. Padilla-Ramos; Ms. Amorella and Ms. Sylvia England voted nay.

- d) Approve spending up to \$20,000 to secure appraisal of the Bradbury Collection.

Discussion took place regarding the cost and need of the appraisal at this time.

A motion to approve spending up to \$20,000 to secure appraisal of the Bradbury Collection was made by Mr. Freeman and seconded by Ms. Padilla-Ramos.

Mr. Pasillas and Mr. Escobar abstained.

Ms. England voted nay.

Mr. McShane; Ms. Smith; Ms. Amorella; Ms. Padilla-Ramos; and Mr. Freeman voted aye.

Motion passed.

XI. Announcements/Trustee Comments

Mr. Pasillas expressed the cities desire to see the libraries meeting materials on Board Docs.

Mr. Freeman and Mr. Escobar thanked the library for all the summer events happening and they are looking forward to attending the events.

Mr. McShane is impressed with the work staff is doing and the programs.

Ms. Smith stated she has not yet received a mailer in her mailbox.

Ms. Padilla-Ramos stated she is looking forward to the summer concerts.

Ms. Amorella was very excited to get a call about home delivery service.

Ms. England reminded the Board of the Juneteenth celebration on June 19.

XII. Adjourn - Motion to adjourn at 8:09 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.