

MINUTES

Waukegan Public Library – Board of Trustees Meeting

Wednesday, June 16, 2021, 6:30 PM

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

I. Call to Order

The meeting was called to order at 6:31pm

II. Roll Call

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

Ms. Martha Padilla-Ramos joined the meeting at 6:34pm. A motion to bring Ms. Padilla-Ramos into the meeting was made by Ms. England and seconded by Ms. Amorella. All in favor, motion passed.

Trustees Ms. Chetara Jenkins (with notice); Mr. Bryan Escobar (with notice) and Ms. Jean Smith (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 amended to reopen a discussion of the appraisal of the Ray Bradbury Collection for WPL Board of Trustees Wednesday, June 16, 2021, meeting was made by Ms. Amorella and seconded by Mr. Freeman. Motion passed.

A motion to approve the minutes of the WPL May 19, 2021, meeting was made by Ms. Amorella and seconded by Mr. Pasillas.

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 May 2021 disbursements was made by Mr. McShane and seconded by Mr. Pasillas.

Mr. Pasillas; Mr. McShane; Mr. Freeman; and Ms. Sylvia England voted aye.

Ms. Amorella voted nay.

Motion passed.

* Ms. Padilla-Ramos lost audio at this time.

VI. Acting Executive Director's Report

Mr. Gaskill provided his report to the Board.

He reminded the Board to sign up for our Summer Library experience “Reading Colors Your World” and to please spread the word.

Operations: Building is in good shape; the Maintenance department is working on plexiglass partitions for our customer service desks on the main floor and in the lower level/Children’s department.

Personnel: One departure, Gabriel, Reference Librarian found work closer to home, and we wish him well in his future endeavors at the Greenwood Public Library in Wisconsin. One promotion from within- Jose is now a Patron Services Coordinator, overseeing the curbside and kiosk service on the main floor, as well as staffing levels. We are very close to posting our IT Technician/Web Admin position to give IT some assistance and to manage our website, so stay tuned to WPL’s Employment page to share with IT professionals you may wish to direct to the library to apply.

Reopening: June 1 we moved to 1 ½ hour appointments/walk-ins. There is a small browsable children’s collection in Meeting Rooms A/B, computers dedicated for children and family on the main floor, and full access to the main floor collection. We are in planning to expand service to the lower level and reopen the whole building by August 1 for browsing and all the things we did pre-pandemic. We are working with our city officials to bring back our summer concert series monthly along with Art Wauk, the third Saturday of the month.

Services: Our cross-functional Patron Services team (made up of Reference Assistants and Clerks) is adapting to a more holistic way of working together on the main floor. Each ‘desk’ is staffed with at least one staffer and full safety presence, with a floater to pop in if someone is helping another patron, so no patron is made to wait in line or be passed off to another staffer. We have an issue with staff conversations happening behind desks, sometimes patrons are ignored- the directive has been given to keep work (and work conversations) from behind the desk and focus on our patrons first.

Our goal is to make sure all patrons are addressed and served immediately and personally, and we can ask guiding questions to refer them to the right person at the library. We are also working on cross-training staff to be able to do a little bit of everything so we can help patrons presently without patrons feeling “handled.” This is the same model we have discussed in leadership and services for over two years, so the concept is nothing new to our staff who are standing by to help people who come in for a visit.

Pride Day was a huge success for the community, and we were able to host a storyteller on our stage with around 20 in attendance, it was well received by those in attendance. WPL will be participating in Juneteenth festivities this Saturday - the library is closed, but it is not a holiday- staff will be working to support the community effort, and we will offer programming on-site as well as yours truly will ride in a bus and interview people live on the library’s Facebook page.

VII. Services Report

Ms. Graves provided an update on library services.

Our services are increasing onsite as we continue to develop our new summers programming, build our services capacity, and strengthen partnerships. Operationally, we expanded to provide access to children's materials, resources and staff are accessible on the main floor. Main points of interest from the children's collection are available for browsing, as well the entire collection is accessible through curbside. Public computers for children and families are available during operational hours, as well as place for passive activities and reading.

- Branch Services
 - Additionally, the branch is open and new materials including books and DVDs are accessible, along with popular materials and public computers. Holds are available to be picked up at the branch. A complete rebranding of the branch will occur over the summer.
 - Plans are in the development to work closely with the park district to align materials and service offered from the branch in the future, as well as the opportunity to provide more community-based programs that compliment park district programming.
- Children's Services
 - This week the summer meals program launched. It was well received with the first day all 25 meals being handed out. Children were escorted from in the library to the lunch area to pick up a healthy meal or people pulled into the back lot to access the lunch line.
 - New outdoor programs include Plant Your World and Preschool Learning Time: Summer Crafts.
 - Kohl Children's Museum kicked off its first Friday of STEM at WPL. They will be providing drop-in programming, 6/11, 6/25, 7/9, 7/23 and 8/6 from 10 am to 4 pm. STEAM activities for children and families ages 3 – 8.
- Adult Services
 - The Teen Program, Colorful Canvas Art, was a success. It engaged teens in creative painting while providing a fun, relaxing, social environment.
 - The Fantasy Book Club, Waukegan Writing Group and Cindy's Crafty Corners continue to engage our literary and crafting patrons.
 - Other Color Your World events include the Color Art Contest and Trivia at Nightshade and Dark.
- Adult Education Services
 - WPL continues to be a strong community partner in engaging with hard-to-reach community members to connect them to the vaccine and library services.
 - In July, we are launching "Talk Time with Sondra and Jennifer" in partnership with the Josselyn Center of Waukegan. This will allow patrons and community member to access social workers, free of charge, for support and resources. The pilot is funded through a grant from the Lake Forest Hospital for \$26,000. The model will start a telehealth and expand to face to face.
 - Intakes are continuing to increase as new adult learners for literacy and ESL services are being referred by partners. New offerings for digital literacy include Microsoft 365, Google, and a new Excel class.

VIII. Marketing Report

Ms. Martinez provided an update on marketing and community engagement to the Board.

- Reading Colors Your World: Summer Library Fun (June 5 – August 7)
 - Summer Promotional Video
 - Newsletter
 - Posters/Flyers
 - Yard signs
 - Outdoor Banner
 - E-blast
 - Social Media: Facebook, Instagram, YouTube, and Twitter page
- Juneteenth Celebration.
 - College of Lake County Virtual Celebration
June 17: 2:00–4:00pm
 - Lake County Juneteenth Celebration: Juneteenth Journey
June 19: 10:00–3:00pm
- Waukegan Pride 2021
 - WPL Staff had a great time at this year’s Waukegan Pride Celebration! Staff received an overwhelmingly positive response and reported that the community was very thrilled to see WPL represented.
- Waukegan Park District Independence Parade: Shoebox Edition: The Waukegan Public Library will be participating in this year’s virtual celebration.
 - Sunday, June 27
- Community Initiative with Drip and Culture
 - Fundraising Project: Through its partnership, there will be merchandise for sale designed by local Waukegan Artist, Nydia Gonzalez Carson, with a percentage of the sales going to support the library.
 - Little Library: There will also be a small library of curated books available at Drip and Culture free for the community.
 - Curated Booklist: Socially Minded complementary booklists of titles available to borrow at the Waukegan Public Library can be found at Drip and Culture or downloaded online.

IX. President’s Report

Ms. England thanked the library staff for the work they are doing for the community.

She also stated that she is still not receiving the newsletter in the mail.

Ms. England spoke about the upcoming Juneteenth event and the tour that will provide people the

opportunity to gain more information on African American History. June 19th was just made a federal holiday and she thanked the library for being ahead of the curve in recognizing the holiday.

X. New Business/Action Agenda

- a. Motion to approve the Letter of Engagement to retain law firm of Ottosen, DiNolfo, Hasenbalg & Castaldo, Ltd. as Library Counsel.

Following discussion on the contract terms a motion to approve the Letter of Engagement to retain law firm of Ottosen, DiNolfo, Hasenbalg & Castaldo, Ltd. as Library Counsel was made by Mr. McShane and seconded by Ms. Amorella. Motion passed.

- b. Motion to adopt Use of the Library Policy as written and approved by Governance Committee.

Discussion took place around the language and enforcement of the policy.

A motion to adopt Use of the Library Policy as written and approved by Governance Committee was made by Mr. Pasillas and seconded by Mr. McShane.

Mr. Freeman; Mr. Pasillas; and Ms. England voted aye.

Ms. Amorella; Mr. McShane; and Ms. Padilla-Ramos voted nay.

The motion did not pass.

The Governance Committee was asked to review the policy again and resubmit to the Board.

- c. Motion to approve increased spending limit up to \$25,000 for the purchase of LED signage.

A motion to approve an increased spending limit up to \$25,000 for the purchase of LED signage was made by Mr. Freeman and seconded by Mr. McShane.

The Board discussed the goal and purpose of the signage and the desire to have further discussion around the branding of the library.

A motion to table for further discussion was made by Ms. Amorella and seconded by Ms. Padilla-Ramos.

Mr. Pasillas; Ms. Amorella; Mr. McShane; Ms. Sylvia England and Ms. Martha Padilla-Ramos voted aye.

Mr. Robert Freeman voted nay.

Motion to table passed.

- d. Discussion about WPL as members of the Waukegan Community Broadband Taskforce “Connect Waukegan” <https://connectwaukegan.org/>.

Mr. Gaskill shared preliminary information on the Waukegan Community Broadband Taskforce and the work they are they are doing to bring access to the internet to the community. He will provide updated information as the work progresses.

- e . A motion to reopen a discussion regarding the appraisal of the Ray Bradbury Collection was made by Ms. Amorella and seconded by Mr. Freeman.

Discussion took place about the value of the collection and thoughts of donation of the Ray Bradbury collection to the Waukegan Carnegie Library. No action was taken.

XI. Announcements/Trustee Comments

Mr. McShane advised the Board his WPL email was used in a phishing scam and to be mindful of questionable emails.

Ms. England suggested texting or calling Board members if they receive questionable emails. Also report anything suspicious to MR. Gaskill and IT.

Ms. Amorella commended Ms. Graves and Ms. Martinez for their communications to the Board. She voiced also voiced her disappointment in the lack of communications within the Board and lack of progress in hiring a new Executive director.

Mr. Pasillas suggested there be an update on the ED search during the next Board meeting.

Mr. Freeman attended the Waukegan Pride events and attended the storytelling event. He also was pleased to see the way the temporary children’s department was set up.

Ms. Padilla-Ramos would like a discussion on an exhibit of the Bradbury Collection in the future.

XII. Adjourn - Motion to adjourn at 8:29 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.