

Minutes

Waukegan Public Library – Board of Trustees Meeting

Wednesday, October 20, 2021, 6:30 PM, Classrooms A&B

128 N. County Street, Waukegan, IL 60085

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: Bryan Escobar; Robert Freeman; Gerardo Gordillo; Lawrence McShane. Cathy Rogers; Debra Sippio-French; Rebecca J. Solano; Jean Smith; and Nathan Thebarga

Also, present Mr. Jon Gaskill, Acting Executive Director; Ms. Gale Graves, Acting Assistant Director; Ms. Anna Guthman, Business Office Manager; Mr. Karl Ottosen, Legal Counsel; Mr. Douglas 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 meeting of Wednesday, October 20, 2021, was made by Ms. Smith and seconded by Ms. Sippio-French. Motion Passed

A motion to approve the minutes of the WPL Board of Trustees meeting of September 15, 2021, was made by Ms. Smith, and seconded by Mr. Escobar. 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 September disbursements was made by Mr. Thebarga and seconded by Mr. Gordillo. Motion passed.

VI. Acting Executive Director's Report

Mr. Gaskill provided his directors report to the Board.

VII. Services Report

Ms. Graves provided her services report to the Board.

VIII. New Business/Action Agenda

a. Officer Elections: President, Vice President, Secretary, and Treasurer

i. Solicitation of Nominations

Mr. Freeman expressed his interest in the position of President; Ms. Smith the position of Vice president; Mr. Escobar the position of Secretary; and Mr. McShane the position of Treasurer.

ii. Motion to Vote on Nominations

A motion to approve the election of nominated officials was made by Ms. Rogers and seconded by Ms. Sippio-French. Motion passed unanimously.

Mr. Freeman was elected President; Ms. Smith, Vice President; Mr. Escobar, Secretary; and Mr. McShane, Treasurer.

Mr. Freeman took over the meeting as President of the Board of Trustees.

b. Discussion and Adoption of Use of Library Policy

A motion was made to Adopt the Use of the Library Policy, as amended, by Mr. Escobar and seconded by Ms. Rogers. Motion passed.

c. Discussion of hiring process for Executive Director

The Board heard comments from Ms. Smith and Mr. McShane on the previous search process and Mr. Dorando on the RFP process. The Board requested documents to review from the previous searches and RFPs to help determine the direction they want to go in the search process. The Board will also be putting a committee in place to focus on the ED search.

d. Notice of intent to amend Board of Trustees Bylaws at November 2021 meeting for purposes of adding a Board Secretary

A copy of the revised Bylaws with addition of the position of Secretary and an outline of duties of the position will be sent to the trustees for review and approval at the next Board meeting.

e. Setting of Board retreat date

The Board Retreat has been set for Saturday, November 20, from 2:00 – 6:00pm.

IX. Motion to adjourn to closed Executive Session

The Board did not move to a closed session. Mr. Ottosen provided an update on the status of the union discussions.

Mr. Dorando and Mr. Ottosen provided preliminary Board training and explanation of the Open Meeting Act (OMA) rules and procedures.

X. Announcements/Trustee Comments

Board members made their final comments prior to adjournment.

XI. Adjourn - Motion to adjourn at 8:05 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.