

Approved 8/17/22



Waukegan Public Library – Board of Trustees

Regular Meeting

Wednesday, July 20, 2022

Meeting Room A - 6:30 PM

Minutes

I. Call to Order

The meeting was called to order at 6:33pm.

II. Roll Call

Trustees Present: Jean Smith; Lawrence McShane; Nathan Thebarga; and Cathy Rogers.

A motion to seat Rebecca Solano virtually was made by Mr. Thebarga and seconded by Rogers. Motion passed.

A motion to seat Ms. Solano in person was made by Mr. Thebarga and seconded by Ms. Rogers. Motion passed.

Trustees Absent: Robert Freeman (with notice); Gerardo Gordillo (with notice); Debra Sippio-French (with notice); and Steve Bugg (with notice).

Also, present Jon Gaskill, Acting Executive Director (virtually); Anna Guthman, Acting Assistant Director; Karl Ottosen, Legal Counsel; and Susan Royer, HR Coordinator.

III. Public Comment

None

IV. Consent Agenda

- A. Approval of Minutes of Regular Meeting June 15, 2022
- B. Approval of Check Detail for June 2022
- C. Approval of Patron Point Subscription Agreement
- D. Approval of Board Policies
 1. Credit Card
 2. Media Relations & Photography
 3. Equity, Diversity, and Inclusion

- E. Reports of Standing Committees: Committee of the Whole July 6, 2022
 - 1. Finance and Facilities
 - 2. Policy
 - 3. Development
 - 4. General and Summary

Ms. Smith read the consent agenda. Following the reading of the agenda a motion to approve the Consent Agenda was made Mr. Theborge and seconded by Ms. Rogers. Motion passed.

- V. Item(s) removed from Consent Agenda, if any
None

- VI. Executive Director's Report
Mr. Gaskill provided his ED Report to the Board.

- VII. Services Report
Mr. Gaskill provided his Services Report to the Board.

- VIII. Operations Report
Ms. Guthman provided her Operations Report to the Board.

- IX. Old Business
 - A. Library Vehicle
The library is currently looking into cost of repairs rather than purchase of new(er) vehicle.
 - B. Library Sign
No updates currently.
 - C. Governance Review Calendar
No updates currently.

- X. New Business
 - A. Actual to Budget Report for June 2022
Ms. Guthman provided an overview of the Budget to Actual to the Board.

A motion to accept the June Budget to Actual Report as presented was made by Ms. Solano and seconded by Mr. McShane. Motion passed.
 - B. Deprecation of Reference Policy
This policy will need further discussion in a later meeting.

XI. Good of the Order

A. President's Report

Mr. Gaskill reads the presidents report on behalf of Mr. Freeman.

A reminder of upcoming meetings:

- Committee of the Whole on August 3, 2022
- Regular Board Meeting on August 17, 2022

B. Communication from our Counsel

Mr. Ottosen updated the Board on the status of Collective Bargaining with the Union.

In addition, Mr. Ottosen provided the Board information on the status of the loan agreement for the Bradbury Collection with the Waukegan Historical Society.

C. Nomination of Officers:

1. President

Mr. Freeman was nominated for the office of President by Ms. Smith and Ms. Rogers

2. Vice President

Ms. Smith was nominated for the office of Vice President by Ms. Rogers

3. Treasurer

Mr. Bugg was nominated for the office of Treasurer by Ms. Solano.

4. Secretary

Mr. Thebarga was nominated for the office of Secretary by Ms. Smith.

A motion to accept the nominations of Mr. Freeman as President; Ms. Smith as Vice President; Mr. Bugg as Treasurer; and Mr. Thebarga as Secretary was made by Ms. Rogers and seconded by Mr. McShane. Motion passed.

D. Trustee Comments

The Board members made their final comments

XII. The meeting was adjourned at 7:16 PM