



Waukegan Public Library – Board of Trustees

Regular Meeting

Wednesday, October 19, 2022

Meeting Room A - 6:30 PM

Minutes

I. Call to Order

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

II. Roll Call

Trustees Present: Robert Freeman; Debra Sippio-French; Nathan Thebarge; Rebecca Solano; and Cathy Rogers.

A motion to seat Jon Martin virtually was made by Mr. Freeman and seconded by Mr. Thebarge, motion passed.

Trustees Absent: Jean Smith (with notice); Steve Bugg (with notice); and Gerardo Gordillo (with notice).

Also, present Tiffany Verzani; Jon Gaskill; Anna Guthman; Karl Ottosen, Legal Counsel; and Susan Royer.

III. Public Comment

None

IV. Staff Participation

V. Marilyn McClelland, Customer Services Manager – Check it out! Resource Sharing & What's popular at WPL

Ms. McClelland provided a presentation to the Board outlining the role of the Customer Service department in the library.

VI. Consent Agenda

- A. Approval of Minutes of Regular Meeting September 21, 2022
- B. Approval of Check Detail for September
- C. Approval of Board Policies
 1. Public Postings, Artwork & Exhibits

- D. Reports of Standing Committees: Committee of the Whole October 5, 2022
 - 1. Finance and Facilities
 - 2. Policy
 - 3. Development
 - 4. General and Summary

A motion to approve the Consent Agenda as presented was made by Ms. Rogers and seconded by Ms. Solano. All in favor, motion passed.

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

- VIII. Executive Director's Report
Ms. Verzani provided an overview of her Director's report which was included the Board packet.

- IX. Services Report
Mr. Gaskill provided his Services report to the Board.

- X. Operations Report
Ms. Guthman provided her Operations report to the Board.

- XI. Old Business

- A. Resolution for Trustee Larry McShane - BOARD ACTION

Resolution No. 2022-02, A Proclamation in Recognition of Larry McShane's Service to the Waukegan Public Library Board of Trustees from 2017 to 2022 was adopted by the Board on October 19, 2022.

- B. Review - Executive Director Evaluation Process

Discussion took place regarding the draft of the Executive Director Evaluation Process. and updated draft will be presented for review at the November Committee of the Whole meeting.

- C. Review Serving Our Public 4.0 Chapters 7-8

The Board was provided an overview of the Serving Our Public 4.0 Chapters 7-8, standard for Illinois public libraries, which was outlined in the Director's report as part of the ongoing Trustee training process.

- XII. New Business

- A. Executive Director Succession Policy Draft

A draft of the Executive Director Succession Policy was included in the Board packet and will be included in the agenda for the November Committee of the Whole meeting for discussion.

B. Actual to Budget Report for September 2022

Ms. Guthman provided the Board with an overview of the Actual to Budget Report.

XIII. Executive session adjournment for the purpose of personnel review per ILCS 120/2 (c) (1).

A motion to adjourn to a closed Executive Session for the purpose of personnel review per ILCS 20/2 (c) (1) was made by Mr. Freeman and seconded by Ms. Rogers. Motion carried. The Board adjourned to Executive Session at 7:44 pm.

The Board adjourned the Executive Session at 8:55 pm and did not reconvene to open session.