



MINUTES

Waukegan Public Library – Board of Trustees

Committee of the Whole

Wednesday, September 7, 6:30 PM

128 N. County Street, Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:37pm.

II. Roll Call

Committee members present - Robb Freeman, Nathan Theborge, Jean Smith, Cathy Olson, Larry McShane, Debra Sippio-French, Gerardo Gordillo, Rebecca Solano.

Others present - Tiffany Verzani (Library Director), Jonathan Gaskill (Assistant Library Director), Anna Chan-Guthman (Controller), Christine Pryor, Karl Ottosen (Attorney).

III. Recommendation to approve of holiday dates as listed in the packet

Motion made by Jean

Seconded by Nathan

Unanimously recommended.

IV. Discussion of welcome event for Tiffany Verzani as new director

Cathy brought up the idea of a welcome event for Tiffany Verzani so the community can meet her. The board discussed tying this in with the ArtWalk in October. A band is already scheduled to be there, and the plan is to have light refreshments.

V. Ray Bradbury Collection

The board discussed how to proceed with the request of the historical society to donate the collection to them. The board decided to reply that the library will only proceed with a loan agreement. Tiffany is going to reach out to the historical society with this information and to introduce herself.

VI. Discussion of Reference Policy

The board discussed the new reference policy. There was discussion about translating the policy, which led into further discussion about translating signs and other materials. It was agreed upon to remove the paragraph under "Standards and Ethics" section that began with "Information services..." as that seemed to be a better fit for staff training rather than policy. Under "Standard and Ethics" it was decided to have it match the Equity, Diversity, and Inclusion policy in listing examples of patron groups

Approved 11/2/22

served. The changes will be made and sent out under the consent agenda. If needed, it can be pulled out for further discussion.

VII. Professional Development Discussion

Tiffany presented on a trustee training day that is part of the Illinois Library Association conference. September 19th is the registration deadline if trustees were interested in attending. Trustees watched the American Library Association Trustee Training Short Take #3 on ethics. Robb presented on his experience attending the Highwood Library trustee meeting. He noted that it was run in a similar fashion to ours.

VIII. Check Detail Report

The Committee asked for their questions on various items on the check detail report and Anna addressed the questions.

Recommendation to approve the monthly check report at the next Board Meeting.

Motion made by Robb

Seconded by Debra

Unanimously recommended

IX. Motion to Adjourn

Motion made by Robb

Seconded by Gerardo

Meeting adjourned at 7:51pm