



Waukegan Public Library – Board of Trustees

Committee of the Whole Meeting

Wednesday, February 1, 2023

Board Room - 6:30 PM

Minutes

- I. Call to Order
The meeting was called to order at 6:30pm.

- II. Roll Call
Trustees Present: Cathy Rogers; Jon Martin; Steve Bugg; Gerardo Gordillo; and Robb Freeman

Trustees Absent: Nathan Theborge; Jean Smith; Rebecca Solano; and Debra Sippio-French.

Also Present: Tiffany Verzani and Anna Guthman

- III. Public Comment
None

- IV. General Committee of the Whole: Robb Freeman, President
Strategic Plan
 - The RFP's for the Strategic Plan are due on February 22, 2023.
 - Need to decide committee meeting dates and members.
 - Suggest three Board members on the committee, possibly Jon and Cathy?
 - Will scan and send RFP responses with scoring sheet.
 - A. Strategic Planning Committee Assignments
 - The Board discussed the the progress with the RFP Responses and asked for interest of Board members to be on the committee.
 - This will be on the agenda for the regular Board meeting on February 15.

 - B. Ray Bradbury Collection Discussion
 - Background and an update was given regarding the last meeting with the Waukegan Historical Society.
 - Discussed the loan agreement, inventory update (30%) and the state of the collection.
 - Discussed the possible updates to Transfer Agreement/Joint Resolution).

- A recommendation to bring it to a vote/discuss at the next regular Board meeting was made by Mr. Bugg and seconded by Ms. Rogers. All in favor.
- C. Director's Goals Discussion
 - The Director's new goals were discussed and identified 2nd and 4th as priorities.
- V. Policy Committee of the Whole: Jean Smith, Vice-President
 - A. Library Card Policy Discussion
 - Want to add section to allow license use to show (Article 4 2 →1).
 - Article 4, section 7.02, Loan Limits, 18+ for Wifi hotspot and/or laptops and add section to include specialty kits. Recommendation to approve as amended at the next Board meeting was made by Mr. Freeman and seconded by Ms. Rogers. Unanimously recommended.
- VI. Development Committee of the Whole: Gerardo Gordillo
 - A. Board Retreat Planning
 - Option 1 - Discussed Ready, Set, Advocate (<https://www.ila.org/advocacy/ready-set-advocate>) as an option
 - Option 2 – Every Library
 - Need to discuss scheduling and time
 - Discussed a joint COTW/Spring retreat on April 29th or 30th
 - B. Short Takes # 7 – Working with Friends
 - Tiffany shared Friends updates
 - The Board can support the Friends by...
 - Joining the Friends
 - Attending functions
 - Sharing wins with the community
 - Discuss at the regular meeting
 - Support the Foundation with new members
- VII. Finance and Facilities Committee of the Whole: Steve Bugg, Treasurer
 - A. Budget Discussion
 - B. Check Detail Report for January 2023
 - The Committee asked for their questions on various items on the check detail report and Ms. Guthman addressed the questions.
 - A Recommendation to present the budget and the monthly check report at the next Board meeting for approval was made by Mr. Bugg and seconded by Mr. Martin. Unanimously recommended.

VIII. Announcements

A. February Community Events

IX. A motion to adjourn the meeting was made by Mr. Freeman and seconded by Ms. Rogers. The meeting was adjourned at 8:28pm.