



Waukegan Public Library – Board of Trustees

Wednesday, March 15, 2023

6:30 PM

Minutes

Present - Steve, Gerardo, Cathy, John, Nathan, Robb

Meeting called to order at 6:31

Rebecca arrived and was seated at 6:34

Staff Presentation

Patrick Toto, Manager of Youth Services, presented on the several programs and initiatives in his department. This included outreach programs, partnership with Greentown Grows, and new circuit maker kits. The youth department is also reaching out to diverse learners in our community through young adults learning job skills in the library and the autism awareness initiative led by Rosario. In addition,

Arts Council Grant - plan for the brick, getting ready to present the grant. Stained glass rainbow with three panels

Elementary school art display - coming back after COVID-at the end of April, will have some display events.

Illinois Standards - generally they meet the standards - spaces for inviting autistic guests, readers advisory - setting up ways to help staff grow in suggesting titles.

Tiffany - looking to add technologies to make the library more accessible.

Bringing forward consent agenda - Motion - Robb, Second Cathy - unanimously approved.

Resolution 2023–02 honoring Debra A. Sippio-French for her service as a library trustee

Library Director

Was hoping to have statistical reports ready, but working with Isaac to finalize those before next month. One thing they are tracking - how many questions are being answered at the service desks. Almost 2,000 one-on-one interactions in the month of February. Tiffany worked with Marjory Taylor - finalized grant for adult literacy volunteer grant. Tiffany spoke with director at Schrieber Foundation for how those funds can be used. Plan to possibly hand out books at 4th of July and Hispanic Heritage parades. Discussion of the van - hopefully will be done soon. Have completed interviews for deputy director, checking references and hoping to have a hire by next Monday.

Old Business

None

New Business

Actual to Budget Report - spending is on track, still have 20% of budget remaining. Majority of remaining budget is marketing. Library materials - 8% left, reevaluating and planning for next year.

Strategic plan approval - had four submissions, committee agreed to interview two possible consultants. FastForward emerged as a leading candidate, rooted in the library world and addressed concerns about reaching different segments of our community. Cathy - seemed cohesive and a well-coordinated team. Motion - enter into a contract with Fast Forward Libraries for 28,200 plus travel - John first, Rebecca second; unanimously approved

Policy review timeline - Susan looked at the breadth of policies to see which ones could be grouped together and reviewed at the same time. We can see what other libraries have for standard policies, and spending policies needed. Who can look at camera footage and why should be articulated. Booking room policy needs to be reviewed.

President's Report

Upcoming Meetings:

Committee of the Whole on April 5th, 2023

Regular Board Meeting on April 19th, 2023

Retreat - April 30th, 2023

Begin process for Annual Review of Executive Director

Still looking for applicants for board

Robb is emailing out forms for review for Executive Director

Legal Counsel

Karl - email from county for statement of economic interest

Trustee statements

Gerardo - excited about the direction we are going, doing more outreach

Sandy - talked about Friends of the Library, including upcoming book sale and annual meeting

Motion to adjourn - Robb, Gerardo 2nd - unanimously approved.

Adjourned at 7:31.