



Waukegan Public Library – Board of Trustees

Committee of the Whole Meeting

Wednesday, July 5, 2023

Board Room - 6:30 PM

Minutes

I. Call to Order

President Freeman called the meeting to order at 6:32pm.

II. Roll Call

Trustees Present: Steve Bugg, Robert Freeman, Gerardo Gordillo, Jon Martin, Cathy Rogers, Christa Sanchez, Nathan Thebarger, Rebecca Solano

III. Public Comment

Any member of the public wishing to make comments must submit, in writing via email, to tiffanyverzani@waukeganpl.info before 3pm on Wednesday, July 5, 2023, or be present at the meeting for the opportunity to comment per the Public Participation at Board Meetings policy. If you require assistance in attending the meeting, please call 847-775-2581, providing at least 24 hours' notice.

No members of the public present to comment and no comments received by email.

IV. General Committee of the Whole: Robb Freeman, President

IPLAR Report: Tiffany submitted the IPLAR report and added it into the Sharepoint folder for the 7/5/23 Committee of the Whole meeting. Submitting this report is a requirement of the IL Per-Capita Grant. The IPLAR contains data and statistics about library operations, circulation, staffing, building, budget, programming, room use, and technology. We are starting a new baseline in this upcoming year with a more robust tracking system moving forward for reference questions, program attendance, and more. Isaac has created a new statistics tracking system for all staff to use.

Semi Annual Review of Executive Session Minutes in accordance with 5 ILCS 120/2 (c) 21.: The Board will review executive session minutes. The committee will recommend that the minutes from the pending executive sessions are approved at the July Board meeting and make a determination about keeping the minutes closed or opening them up to the public.

There are also more closed session minutes or recordings that should be added to the spreadsheet tracking the closed sessions. Those will be added in so that all closed sessions are accounted for.

Trustee Thebarger made a motion to put closed session minutes on the Board meeting agenda and that they are approved at the Board meeting and remain closed. All votes: yes

V. Policy Committee of the Whole:

Personnel Policy Draft: We do not have the personnel policy ready yet and will review the policy at the July Board meeting. The draft being reviewed by our attorney will be shared with the board so they can begin to read and familiarize themselves with its contents.

Collection Development Policy Update: New state law pertaining to the freedom to read (standing against book bans). The collection development, EDI, meeting room, policies all refer to ALA's values and statements. We may want to add in language to our collection development policy to add information about this new law in January or sooner. Steve made a motion to update the objective text at the full Board meeting in July. All in favor.

VI. Development Committee of the Whole: Trustee Gordillo

Serving Our Public, Chapters 1, 2, 4:

Chapter 1 Core Standards: We meet and abide by all of the core standards. We have not done a capital needs assessment since 2018. Our Facilities Manager is reviewing the 2018 document and we can also get it updated as a strategic plan initiative related to improving library spaces.

Chapter 2 Governance: improve Board orientation, succession plans, HR posting plans.

Chapter 4 Access: space plans, wayfinding signage and templates, entrance signage and welcoming people into the space need to be enhanced and part of a larger marketing plan and style guide.

Robb shared the Board Planner Projects Board with a to-do list for the Board. Robb can add a brainstorm document for the Board to add in more ideas.

VII. Finance and Facilities Committee of the Whole: Trustee Bugg, Treasurer

- A. Check Detail Report for June 2023: Pulled out large items: Amazon for Accessibility Collection, Friends donated some of the funds for this, Paperback Books—provided by Schreiber funds, Vogue-summer newsletter, patron point software, cataloging staff processing subscription.
 - Board had a question about elevator maintenance. We switched vendors recently and paid the down payment for needed repairs.

Trustee Thebarg made a motion to send the finance report to the full Board consent agenda, Gerardo 2nd. All approved-yes.

VIII. Announcements

- A. July Community Events: Board and Community events and outreach.

Car Show: The show may be in August. (tentatively August 20). Trustee Solano recommended to include dates of events so they can check their calendars.

IX. Adjournment:

Trustee Thebarg motioned to adjourn the meeting at 7:57pm. Trustee Martin seconded. Meeting adjourned.

Respectfully Submitted,
Nathan Thebarger, Secretary
August 16, 2023