

Waukegan Public Library – Board of Trustees

Regular Meeting

Wednesday, April 19, 2023

Meeting Room A - 6:30 PM

Minutes

I. Call to Order

The meeting was called to order at 6:34PM.

II. Roll Call

Trustees Present: Robert Freeman; Nathan Thebarger; Steve Bugg; Rebecca Solano; and Cathy Rogers. On a motion by Mr. Freeman and second by Ms. Rogers, Jon Martin's virtual attendance for work reasons was approved at 6:35PM.

Trustees Absent: Gerardo Gordilla (with notice)

Also Present: Library Staff members Tiffany Verzani; Anna Guthman; Christine Pryor; Edward Puschmann; and Karl Ottosen. Member of the Public: Sandy Sherwood.

III. Public Comment

Sandy Sherwood, Friends of the Library member, spoke about her involvement in the summer concert series, Autism Awareness fundraiser, and gardening programs. She shared her excitement about the development of special collections, the return of the ongoing book sale shelves, and invited Trustees to the spring book sale and the annual meeting on May 7.

IV. Staff Participation

Amy Grossman, Deputy Director and Edward Puschmann, Facilities Manager

New staff members introduced themselves to the Library and provided an overview of their roles.

V. Consent Agenda:

- A. Approval of Strategic Plan Committee Minutes, March 1, 2023
- B. Approval of Strategic Plan Committee Minutes, March 13, 2023
- C. Approval of Regular Meeting Minutes, March 15, 2023
- D. Approval of Check Detail for March 2023
- C. Approval of Board Policies
 - 1. Public Participation at Board Meetings
- E. Approval of Resolution recognizing Trustee Jean Smith
- F. Approval of Non-resident Library Card Fee

- G. Reports of Standing Committees: Committee of the Whole March 1, 2023
 - 1. Finance and Facilities
 - 2. Policy
 - 3. Development
 - 4. General and Summary

A motion to approve the Consent Agenda was made by Mr. Freeman and seconded by Mr. Martin. All in favor; motion passed.

- VI. Item(s) removed from Consent Agenda, if any: NONE
- VII. Executive Director's Report
 - A. Ms. Verzani provided an overview of her director's report which was included in the Board packet, including strategic plan progress, board kickoff meeting with the consultants, and increased program and event attendance.
- VIII. Operations Report
 - A. Ms. Guthmann reviewed the budget standing and confirmed that the FY21-22 audit is complete and a management letter will be forthcoming to engage the auditors for the FY22-23 audit.
- IX. Old Business
 - A. Ms. Verzani referred to an updated timeline from FastForward Libraries, strategic planning consultants. The Trustees agreed to the change.
- X. New Business
 - A. The Board discussed the current board vacancies. Mr. Freeman is currently waiting on application forms from four interested people. The Board also decided to leave the role of Vice-President vacant until the regular nomination process in July.
 - B. Facilities Manager Edward Puschmann reviewed an updated service contract with our HVAC vendor. It was decided to get three formal quotes for service before moving forward. On a motion from Mr. Bugg and seconded by Ms. Solano, it was recommended to table the approval of the contract. All in favor; motion passed.
 - C. Actual to Budget Report for January 2023

Ms. Guthman provided the Board with an overview of the Actual to Budget Report. Mr. Bugg recommended that the library look into transferring funds to a Money Market account to earn more interest.

XI. Good of the Order

A. President's Report

Mr. Freeman provided reminders of upcoming meetings Dates; Committee of the Whole and Board Retreat on April 30, 2023, and the Regular Board Meeting on May 17, 2023. Mr. Freeman also noted that final policies in the board overview and update were the Personnel Policy and the Investment Policy.

B. Communication from our Counsel

Mr. Ottosen updated the Board on the proposed Paid Leave for All Workers Act that is pending the Governor's signature.

C. Trustee Comments

Trustees made their final comments, which focused on welcoming new staff, appreciation of the Friends, thanks to the Great Lakes Credit Union and Consumers Credit Union for the donation toward the purchase of the Outreach Van, and excitement at the success of the Explore Ray Bradbury event and the Autism Awareness fundraiser.

XII. Adjournment

On a motion by Ms. Rogers and seconded by Mr. Thebarger, the meeting was adjourned at 7:27PM.