

**Waukegan Public Library – Board of Trustees**

Regular Meeting

Wednesday, August 16, 2023

Bradbury Room – 6:30PM

Minutes

I. Call to Order

The meeting was called to order at 6:31PM.

II. Roll Call

Trustees Present: Jon Martin; Robert Freeman; Nathan Thebarger; Steve Bugg; Gerardo Gordillo; Cathy Rogers; and Christa Sanchez.

Trustees Absent: Rebecca Solano (with notice).

Also Present: Staff members Tiffany Verzani; Amy Grossman; Anna Guthman; Angela Clarke; Claire Thomas; and Edward Puschmann.

III. Public Comment

None

IV. Staff Participation

Claire Thomas, Adult Programming and eResources Librarian; and Angela Clarke, Administrative Services Manager: New Staff Introductions to the Board

V. Consent Agenda

- A. Approval of Minutes of Committee of the Whole July 5, 2023
- B. Approval of Minutes of Regular Meeting July 19, 2023
- C. Approval of Minutes of Strategic Planning Committee August 7, 2023
- D. Approval of Check Detail for July 2023
- E. Approval of Board Policies
- F. Reports of Standing Committees: Committee of the Whole August 2, 2023
  1. Finance and Facilities
  2. Policy
  3. Development
  4. General and Summary

A motion to remove Item E and approve the Consent Agenda as amended was made by Mr. Theborge and seconded by Mr. Freeman. Upon roll call vote: All in favor; motion passed.

- VI. Item(s) removed from Consent Agenda, if any  
Item E reflected the Personnel Policy which is listed under VII and had its own discussion and motion.
  
- VII. Personnel Policy  
Board discussed final additions and changes to the Personnel Policy before approval.
  - A. IMRF Examples: Sick Leave Accrual and Pay Amendments  
A motion to approve the Personnel Policy as amended was made by Mr. Freeman and seconded by Ms. Rogers. A motion was made to add a table of contents to the amended policy by Ms. Rogers and seconded by Mr. Gordillo. Upon roll call vote: All in favor; motion passed.
  
- VIII. Executive Director's Report & Statistics  
Ms. Verzani provided an overview of her director's report which was included in the Board packet. Edward Puschmann was present to answer questions regarding the water damage repairs and timeline updates.
  
- IX. Old Business
  - A. CCS Membership Agreement  
A motion to approve the CCS Membership Agreement as presented was made by Mr. Freeman and seconded by Ms. Sanchez. Upon roll call vote: All in favor; motion passed.
  
- X. New Business
  - A. Nu-Gen Liability Release  
A motion was made to approve the release as presented by Ms. Rogers and seconded by Mr. Freeman. Mr. Martin moved to table the release and was seconded by Mr. Freeman.
  
  - B. Ms. Guthman provided the Board with an overview of the Actual to the Budget Report for July 2023.

XI. Good of the Order

A. President's Report

Mr. Martin provided reminders of upcoming meetings dates; Committee of the Whole on September 6th, 2023, and the Regular Board Meeting on September 20th, 2023.

B. Communication from our Counsel

None

C. Trustee Comments

Trustees made their final comments and thanked staff for the work they do and their patience.

XII. Adjournment

A motion was called to adjourn the meeting by Mr. Thebarger and was seconded by Ms. Rogers. The meeting was adjourned at 7:21PM.

Respectfully submitted,

Nathan Thebarger, Secretary

Library Board of Trustees

September 20, 2023