

**Waukegan Public Library – Board of Trustees**

Regular Meeting

Wednesday, March 20, 2024

Meeting Room A – 6:30pm

Minutes

I. Call to Order

The meeting was called to order at 6:30pm by Jon Martin.

II. Roll Call

Trustees Present: Jon Martin; Robert Freeman; Rebecca Solano; Gerardo Gordillo; Cathy Rogers; Steve Bugg; Christa Sanchez; and Renetrice Pierre.

Trustees Absent: Nathan Thebarge (with notice)

Also, present Tiffany Verzani; Amy Grossman; Angela Clarke; and Michelle Rieber.

III. Trustee Oath of Office

Renetrice was given the Oath by Trustee Freeman.

IV. Admit Remote Board Attendees

None

V. Public Comment

Sandy S. gave a Friends of the Library update, become a Friend for \$5 it is the annual membership drive; the Friends would like to help with any inside items for the new van; and the first family concert on Wednesday evening had 53 in attendance.

VI. Staff Participation-Strategic Plan Committee

The Strategic Planning Committee presented an overview of year one directives which includes items such as a new website redesign, school outreach events, remodel of the lower-level youth space, and more Board member engagement among other items. Trustee Pierre introduced questions around van/outreach use and staffing concerns specifically within Safety and Custodian roles; more information will be provided at the next CoW meeting. Trustee Bugg requested quarterly progress updates on the three directives provided to the board.

VII. Consent Agenda

A. Approval of Minutes of Regular Meeting February 21, 2024

B. Approval of Check Detail for February 2024

- C. Approval of Board Policies:
  - 1. Information Services policy
- E. Reports of Standing Committees: Committee of the Whole March 6, 2024
  - 1. Finance and Facilities
  - 2. Policy
  - 3. Development
  - 4. General and Summary

**Motion:** The Consent Agenda be approved as presented, made by Mr. Freeman, and seconded by Ms. Solano.

Roll Call Vote: Ayes 8, Nays 0, Absent 1

- VIII. Item(s) removed from Consent Agenda, if any  
None

- IX. Executive Director's Report

Ms. Verzani shared updates on grant funding the library will receive and the current details for the 125<sup>th</sup> Fundraising event in April; also shared that library staff committees are signed up for.

- X. Old Business

- A. Approval of the FY 24-25 Budget

**Motion:** To approve FY 24-25 Budget as presented was made by Mr. Bugg and seconded by Ms. Sanchez. Motion passed.

Roll Call Vote: Ayes 8, Nays 0, Absent 1

- XI. New Business

- A. Approval of Everbright Mini purchase

**Motion:** To approve Everbright Mini purchase as presented was made by Ms. Solano and seconded by Ms. Sanchez. Motion passed.

Roll Call Vote: Ayes 8, Nays 0, Absent 1

- B. FY 22-23 Audit Presentation

**Motion:** To approve FY 22-23 Audit as presented was made by Mr. Bugg and seconded by Ms. Solano. Motion passed.

Roll Call Vote: Ayes 8, Nays 0, Absent 1

- C. Actual to Budget Report for February 2024  
Michelle reported that the budget is coming in as expected.

XII. Good of the Order

- A. President's Report  
Mr. Martin shared that RAILS has announced three open board positions.
- B. Communication from our Counsel  
None
- C. Trustee Comments  
None

XIII. Adjournment

**Motion:** The meeting be adjourned was made by Mr. Freeman and seconded by Ms. Pierre; All in favor; meeting adjourned at 7:57pm.

Respectfully Submitted

\_\_\_\_\_ Date \_\_\_\_\_

Nathan Thebarger, April 17, 2024

Secretary