



## Waukegan Public Library – Board of Trustees

Committee of the Whole

Wednesday, September 4, 2024

Board Room - 6:30 PM

Any member of the public wishing to make comments must submit, in writing via email, to [angelaclarke@waukeganpl.info](mailto:angelaclarke@waukeganpl.info) before 3pm on Wednesday, September 4, 2024, 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 847-775-2552.

### Agenda

- I. Call to Order [ <1 min.]
- II. Roll Call [ 2 min.]
- III. Admit Remote Board Member Attendance [ 3 min.]
- IV. Public Comment [ 20 min.]
- V. General Committee of the Whole: Jon Martin, President [ 5 min.]
  - A. **Approval of Minutes of Regular Meeting** July 10, 2024  
**Motion:** Minutes be approved as presented
  - B. **Approval of Minutes of Finance Committee** August 14, 2024  
**Motion:** Minutes be approved as presented
- VI. Development Committee of the Whole: Brett Mitchell, Trustee [ 20 min.]
  - A. Board Social Media Monthly Post
  - B. Counsel Review of Roberts Rules of Order
  - C. Schedule Meeting for Development Committee
  - D. Board Retreat Planning
- VII. Policy Committee of the Whole: Christa Sanchez, Vice-President [ 20 min.]
  - A. Library Cards, Circulation, and Fees Policy Draft Update
  - B. Credit Cards Policy Draft Update
  - C. Donations Policy Draft Update
  - D. Purchasing Policy Draft Update
  - E. Library Use Policy Discussion
- VIII. Finance and Facilities Committee of the Whole: Steve Bugg, Treasurer [ 10 min.]
  - A. Check Detail Report for July and August 2024
  - B. Facilities Update – Construction Project and ELC
  - C. Architectural Fee Invoice

- IX. Announcements [ 30 min.]
- A. September Community Events
  - B. Executive Session
- Motion:** To retire to Executive Session for the purpose of Library Director goal development and Personnel per ILCS 120/2(c)(1)
- Motion:** The Executive Session be adjourned
- X. Trustee Topics [ 10 min.]
- A. Library Safety and Security
  - B. Library Custodial Services
  - C. Transcriber Device Training and Implementation
  - D. Staff Satisfaction and Trustee Interaction
  - E. Bilingual and Spanish Programming
- XI. Adjournment [<1 min.]
- Motion:** The meeting be adjourned
- Total Time [122 min.]