

Waukegan Public Library – Board of Trustees

Regular Meeting

Wednesday, September 18, 2024

Meeting Room A – 6:30pm

Minutes

I. Call to Order

The meeting was called to order at 6:31pm by Jon Martin.

II. Roll Call

Trustees Present: Jon Martin; Steve Bugg; Rebecca Solano; Christa Sanchez; Renetrice Pierre; Yolanda Mangram; and Brett Mitchell.

Trustees Absent: Robb Freeman (with notice) and Vicki McKinney (with notice)

III. Admit Remote Board Attendees

None

IV. Public Comment

Sandy S. provided a Friends of the Library update, including the upcoming Octoberfest concert on 10/23 at 5:30pm and the annual Book Sale on 11/15. Sandy mentioned that many were disappointed with the end of the Summer Concert series and Ms. Pierre asked how musicians were selected; Sandy shared that it is by reputation, cost, and suggestions.

V. Staff Participation

A. Introduction of new staff, Austin K., Maintenance Specialist

Austin K., stopped by the meeting when he had a moment to introduce himself, stated he has really liked his first month at the library. Ms. Pierre asked where he saw himself in 10 years, to which he replied working in the rental business, building houses.

B. Strategic Plan Quarter One presentation

Ms. Verzani provided an overview of the plan progress, highlighting the opening of the Sensory Room, Bike Repair Station, and Telehealth Booth, shared a few things still in progress were Signage and building out our Outreach. Trustees brought up questions for discussion on capturing more data and staff feedback, digital literacy data, protocol for translation device and obtaining monthly statistics for usage, and care of unaccompanied minors during an emergency event.

VI. Consent Agenda

A. Approval of Minutes of Regular Meeting July 24, 2024

B. Approval of Check Detail for July 2024

C. Approval of Check Detail for August 2024

D. Approval of Board Policies:

1. Library Cards, Circulation, and Fees Policy
2. Credit Card Policy
3. Donations Policy
4. Purchasing Policy

E. Reports of Standing Committees: Committee of the Whole July 10, 2024

1. Finance and Facilities
2. Policy
3. Development
4. General and Summary

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

Roll Call Vote: Ayes 7, Nays 0, Absent 2

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

VIII. Executive Director's Report

Ms. Verzani shared a shout out to Amy and the Adult Services team for the launch of the Telehealth booth, Angela shared the successful open enrollment where a series of educational emails and guest presentations resulted in 24 new staff enrollments across every benefit type which is a 120% increase in participation, Jennyfer was selected as one of the 30 wonders, and Mr. Bugg called out Michelle for maintaining our rating.

IX. Old Business
None

X. New Business

A. Approval of Architecture invoice for lower level master plan

Motion: To approve Product Architecture + Design Invoice was made by Ms. Solano and seconded by Mr. Mitchell.

Roll Call Vote: Ayes 7, Nays 0, Absent 2

B. Actual to Budget Report for July and August 2024

Motion: To approve Actual to Budget Reports for July and August 2024 was made by Ms. Solano and seconded by Mr. Mitchell.

Roll Call Vote: Ayes 7, Nays 0, Absent 2

XI. Good of the Order

A. President's Report

Mr. Martin mentioned that the Library Use discussion may take a little longer for discussion at the next Committee meeting, at the parade on Sunday we were able to hand out 500 books, and the Telehealth launch today was great. Also mentioned Banned Books week is coming up and a link would be shared with Trustees.

B. Communication from our Counsel

Karl Ottosen stated the Oath will be given to new Trustee McKinney at a later meeting since she is absent this evening. Also shared that yesterday was the 8th day for a staffing issue previously discussed in closed session and that teamwork went well between the Union and Leadership and we are moving forward.

C. Trustee Comments

Ms. Pierre shared that her first meetup was last Thursday, and it went well, it was a constructive event and provided for good networking and the next event is on the 26th and is open to everyone. Mr. Mitchell gave a shoutout to the Children's department and shared a YouTube resource on Why Libraries Are Important. Ms. Solano shared feedback on her recent travels to Alaska and Colorado where she was able to visit several area libraries. Ms. Sanchez shared that she is excited about the bookbags for students, mentioned the Robin Hood production from Three Brothers Theatre and that her class is currently reading Ray Bradbury. Mr. Bugg wanted to call out Michelle again for being proactive and moving around money to maximize our earnings.

XII. Adjournment

Motion: The meeting be adjourned, was made by Mr. Martin and seconded by Ms. Pierre; All in favor; meeting adjourned at 7:25pm.

Respectfully Submitted

_____ Date _____

Robb Freeman, October 16, 2024

Secretary