

Waukegan Public Library – Board of Trustees

Regular Meeting

Wednesday, February 19, 2025

Meeting Room A – 6:30pm

Minutes

I. Call to Order

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

II. Roll Call

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

Trustees Absent: Vicki McKinney (with notice)

III. Admit Remote Board Attendees

None

IV. Public Comment

None

V. Staff Participation – Signage & Marketing Goals Presentation

Jennyfer provided a presentation of the planned signage changes throughout the library.

Discussion and questions were answered about staff entrance/main entrance signage, adult services desk, other languages, joining Friends/Foundation/or donations information, the size of outside poster holders and use of braille within the library.

VI. Consent Agenda

A. Approval of Minutes of Regular Meeting December 18, 2024

B. Approval of Check Detail for December 2024 and January 2025

C. Approval of Board Policies:

1. Maker Space Use Policy

2. Sexual Harassment Policy

D. Reports of Standing Committees: Committee of the Whole February 5, 2025

1. Finance and Facilities

2. Policy

3. Development

4. General and Summary

Motion: The Consent Agenda be approved as presented was made by Mr. Freeman and seconded by Ms. Solano. No discussion. All ayes.

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

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

VIII. Executive Director's Report

Ms. Verzani shared that youth department staff member, Rubi, has been awarded a National Conference Award of \$2,000 to use toward attending a conference. Staff committee work is going well. Flyers were shared for the upcoming Foundation fundraising event in April. Also, two new adult services staff have joined the team and will attend the next board meeting for introductions. Trustees asked about volunteering opportunities at the fundraising event and for a signup sheet. Ms. Pierre asked about the translation device usage, whether it had increased, and Amy shared it has been consistent but longer sessions are occurring as staff become more comfortable with the devices.

IX. Old Business

A. FY25-26 Budget Draft

Michelle shared there are more naming rights included, currently bringing a balanced budget. Discussion and clarification on if balanced this year too; answer is yes. Ms. Pierre asked about building repairs and Mr. Martin stated that we are in conversation with the city regarding the HVAC needs and Mr. Bugg added that building maintenance and repairs will go to the City Council and be voted on.

B. Approval of Youth Remodel Construction Contract

Motion: To approve the Youth Remodel Contract for \$458,500 was made by Mr.

Freeman and seconded by Ms. Solano. All ayes.

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

C. Approval of Youth Remodel Furniture Contracts

Motion: To approve the Youth Furniture Order of \$53,500 for this fiscal year was made by Mr. Freeman and seconded by Ms. Solano. All ayes.

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

Motion: To approve the remaining Youth Furniture Order of \$136,100 for next fiscal year was made by Mr. Freeman and seconded by Mr. Bugg. All ayes.

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

D. Approval of Youth Remodel Shelving Contract

Mr. Martin noted that the shelving was captured within the furniture costs.

X. New Business

A. Actual to Budget Report for December 2024 and January 2025

Mr. Martin asked if there were any questions and Ms. Pierre asked about the increase in administrative expenses. Michelle explained that it was due to when the invoice hit; one year it was received in December and the other year it was received in January.

B. Final Audit Report FY23-24

This will be at the March meeting; the city auditors are a bit behind.

XI. Good of the Order

A. President's Report

Mr. Martin shared the Personnel policy will be on the March full agenda for approval, only approving legal updates and these have been shared with staff. Mr. Martin also thanked Tiffany and Michelle for their work with the city to care for our building, acknowledged their attendance at many city meetings.

B. Communication from our Counsel

Mr. Martin shared that Karl sends his regrets; he had another obligation.

C. Trustee Comments

Ms. Pierre asked the status of the Library of Things launch and shared about her donation of T-shirts to the Maker Space and plans for an upcoming finance program in March. Jennyfer shared that the Library of Things is planning to launch in March/April and will be in the Summer Newsletter, they are finishing up work on labels. Mr. Mitchell was excited to see a balanced budget. Ms. Sanchez is impressed with everything happening at the library, the budget, Jennyfer's presentation on the upcoming signage, new staff and is thankful for these things.

XII. Adjournment

Motion: The meeting be adjourned, was made by Mr. Martin and seconded by Mr. Mitchell; All in favor; meeting adjourned at 7:18pm.

Respectfully Submitted

_____ Date _____

Robb Freeman, March 19, 2025

Secretary