

**Waukegan Public Library – Board of Trustees**

Regular Meeting

Wednesday, May 15, 2024

Meeting Room A – 6:30pm

Minutes

I. Call to Order

The meeting was called to order at 6:32pm by Robb Freeman.

II. Roll Call

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

Trustees Absent: Jon Martin (with notice); and Nathan Thebarga (with notice)

Also, present Tiffany Verzani; Michelle Rieber; Amy Grossman; Molly Coyle; and Karl Ottosen.

III. Admit Remote Board Attendees

None

IV. Public Comment

Community members brought forward concerns about being open and accessible as a teen resource/support center and having more weekend morning hours available for teens. Sandy S. gave a Friends of the Library update, annual membership meeting in April went well, 23 friends attended. Sandy was elected President of the Friends. She invited the Board members to join and stated the Friends are still short a Vice President.

V. Staff Participation- New Adult Services Manager and Translate Live Demo

Molly Coyle was introduced to the Board as the new Adult Services Manager. She shared that she is proud to be here and to be part of this team.

Translate Live Demo: Has about 200+ languages with our frequent ones at the top.

VI. Consent Agenda

A. Approval of Minutes of Regular Meeting April 17, 2024

B. Approval of Check Detail for April 2024

C. Approval of Board Policies:

- E. Reports of Standing Committees: Committee of the Whole May 1, 2024
  - 1. Finance and Facilities
  - 2. Policy
  - 3. Development
  - 4. General and Summary

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

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 updates, Branch services were restored thanks to Edward. The flooding was due to a sewage pipe issue in the Field House. All staff attended AED/CPR training. Amy, Fran, and Marilyn are leading the transition to CCS and training for all staff will take place from July through September. Summer Reading Club is about to kick off and the Safety Committee met today and are working on an updated incident report and training protocols.

- IX. Old Business

- A. Library Use Policy

**Motion:** Discussion to Approve the Library Use Policy as presented was made by Ms. Pierre and seconded by Mr. Gordillo.

Ms. Pierre commented that definitely don't want to approve it today; want discussion at next Committee of the Whole.

**Motion:** To table the Library Use Policy and discuss further at Committee of the Whole was made by Ms. Pierre and seconded by Mr. Gordillo. Motion failed.

Roll Call Vote: Ayes 2, Nays 5, Absent 2

Discussion surrounding the need for clear ban lengths for certain violations, including the need for a one-year ban. Cues are taken from the police department and their recommendations, there are degrees of suspensions. Next review of policy would be May 2026. Perhaps, adding some staff training or procedures updates are needed.

Approve the Library Use Policy as presented. Motion passed.

Roll Call Vote: Ayes 6, Nays 1, Absent 2

X. New Business

A. Actual to Budget Report for April 2024

Michelle commented that a T-Mobile credit was received for about \$48,000, the credit should last 2.5-3 years and free up other funds in the budget.

B. Early Learning Center Millwork Proposal

We have two proposals that are similar in cost for the same scope of work. It is up to the Board because it is over \$10,000 but we would like to order it as soon as possible. Discussion occurred regarding the details of the work, the companies and what was known about them, whether other companies were contacted and review of the bid process. Requests for warranty information to be included.

**Motion:** To table the approval of a Millwork Proposal was made by Ms. Pierre and seconded by Ms. Rogers. Motion failed.

Roll Call Vote: Ayes 2, Nays 4, Abstain 1, Absent 2

Discussion continued with clarification about threshold for public bid vs Board approval. Ms. Verzani stated that the second quote was obtained by Tiffany Nash for the interest of saving time. Continued discussion around gaining more quotes, whether waiting is an option and around using unionized labor.

**Motion:** To approve the Millwork Proposal from the 2<sup>nd</sup> company for \$23,440 was made by Ms. Solano and seconded by Ms. Rogers.

Roll Call Vote: Ayes 5, Nays 1, Abstain 1, Absent 2

XI. Good of the Order

A. President's Report

Mr. Freeman shared that the Director's Review will be sent out tomorrow and hopefully all are able to complete it within a week in order for it to be ready at the June meeting.

B. Communication from our Counsel

May need to make an extension to the Director's employment contract, and any changed to the next one. Mr. Ottosen can draft for the Board to look at. Will need to attend the next meeting electronically.

C. Trustee Comments

Mr. Bugg commented on the staff and library, such a big change to new staff and leadership. Believes the entire board could learn about board governance, things brought to the committee and Board should represent the community not their own interests. Ms. Sanchez shared that she is grateful for the Board and staff and appreciates summer reading. Ms. Pierre appreciates the community involvement at the meeting, academic success is important. Mr. Gordillo stated that the library is a super structure that lives and heals, they have been loving the events and seeing people using the space in ways that bring them joy.

XII. Adjournment

**Motion:** The meeting be adjourned was made by Ms. Pierre and seconded by Ms. Solano; All in favor; meeting adjourned at 7:49pm.

Respectfully Submitted

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

Nathan Thebarger, June 19, 2024

Secretary