

## **Waukegan Public Library – Board of Trustees**

Regular Meeting

Wednesday, December 18, 2024

Meeting Room A – 6:30pm

### Minutes

I. Call to Order

The meeting was called to order at 6:36 pm by Jon Martin.

II. Roll Call

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

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

III. Admit Remote Board Attendees

None

IV. Public Comment

Alderman Victor Felix attended meeting to bring discussion regarding crime and housing. Mentioned recent program and wanted to propose to assist with future initiatives regarding crime and how to make it better and for more educational events around housing. Shared business card and invited library to contact, would like to be a support.

V. Staff Participation – Introduction of New Staff

Ms. Verzani introduced the new Youth and Teen Services Manager, Claire Quin, to the trustees. Claire shared that she was happy to be here and that she has worked with children and teens for most of her career, what she enjoys in her free time, and that she is fluent in Spanish. She also passed handouts for the ELC and shared a timeline for completion and opening.

VI. Consent Agenda

A. Approval of Minutes of Regular Meeting November 20, 2024

B. Approval of Check Detail for November 2024

C. Approval Youth Remodel Plan

D. Approval of Website Redesign Contract

E. Approval of Board Policies:

1. Library Use Policy

F. Reports of Standing Committees: Committee of the Whole December 4, 2024

1. Finance and Facilities

2. Policy

3. Development

4. General and Summary

**Motion:** The Consent Agenda be approved as presented was made by Mr. Mitchell and seconded by Mr. Martin. Ms. Pierre initiated discussions around the website contract, the pros/cons. Mr. Martin took the roll call vote. All ayes.

Roll Call Vote: Ayes 6, Nays 0, Absent 3

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

VIII. Executive Director's Report  
Ms. Verzani shared about our strong programs and partnerships highlighting the recent Winter Wonderland program that had attendance of 90 patrons. We will be planning another fundraiser with the Foundation for this April and it should correspond with the completion of the Youth remodel. Budget work is progressing, and Michelle will share on that.

IX. Old Business  
None

X. New Business

A. Actual to Budget Report for November 2024

Michelle shared that the budget was submitted but the city kicked it back, we would like to have the Finance Committee meet before it is adjusted and resubmitted. We still need to find about 6%. Ms. Pierre suggested that since we are fine free that maybe we could set up an honesty box for donations. Mr. Bugg stated that we cannot continue to operate at a loss. Discussion on grant funding and supporting our Foundation occurred.

B. FY25-26 Budget Draft

Ms. Verzani stated that numbers need to be finalized, making sure that all funding is being considered and strategic goals are being kept in mind. Exploring grant opportunities with the mayor. Ms. Pierre requested that work opportunities be explored for unhoused young people. Mr. Mitchell requested more information regarding library partnerships for the next committee meeting.

XI. Good of the Order

A. President's Report

Mr. Martin thanked Ms. Verzani for a great year and stated that monthly stats are trending up in almost all areas.

B. Communication from our Counsel

Ms. Verzani stated that Mr. Ottosen had emailed updates from 2024 regarding HR changes, the main one being the transparency of salaries and benefits in job postings beginning January 1<sup>st</sup>.

C. Trustee Comments

Mr. Bugg echoed Mr. Martin's acknowledgement of the staff's hard work and the great increase in patron traffic in a relatively short period of time and thanked fellow trustees. Ms. Sanchez gave thanks too, appreciates the programs and looking forward to next year. Mr. Mitchell gave thanks as well and shared his appreciation of Libby and gave a plug for the upcoming meet and greet on January 8<sup>th</sup>. Ms. Solano also shared thanks. Ms. Pierre thanked both Ms. Verzani and Mr. Martin for the opportunity to learn and to help the community and shared that her meet ups will resume in the new year.

XII. Adjournment

**Motion:** The meeting be adjourned, was made by Mr. Mitchell and seconded by Ms. Pierre; All in favor; meeting adjourned at 7:23pm.

Respectfully Submitted

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

Robb Freeman, January 15, 2025

Secretary