

**Minutes
North Chicago Public Library
Meeting of the Board of Trustees
Thursday, February 21, 2008**

Call to Order

Board President, Minnie Cross called the regular meeting to order at 6:55 p.m.

Roll Call

Trustees Present: Board President Minnie Cross, Ms Cora Cunningham, Treasurer Etta Robinson, and Mr. Robert May

Trustees Absent: Ms. Gloria Rice, Rev. Juanita Carroll-Merrell, Larry Hightower, Vice-President Andreana Dobbs

Staff Present: Ms. Joan Battley, Director

Others Present: Torrie Newsome, Attorney

Comments from the Public

Ms. Barrett would like the NCPL to move their meeting date so that it would not conflict with the North Chicago School Board and Shields Township meetings. Per President, Ms. Cross, this request has been discussed before and for different reasons, the NCPL Board has agreed to leave their meeting dates as is.

Installation of New Trustee

On February 4, 2008 Staff Sergeant Jason Magee was appointed by the North Chicago City Council to the North Chicago Public Library Board. President, Ms. Cross installed Staff Sergeant Magee to the board.

President, Ms. Cross will request a letter to remove the Trustees that are no longer attending the board meetings.

Payment of the Bills

It was moved by Ms. Cunningham and seconded by Ms. Robinson to pay the bills in the amount of \$9,707.86. No discussion, the motion was carried.

Committee Appointments

President, Ms. Cross will make new appointments at next board meeting.

Committee Reports

A. Finance/Treasurer

Per Ms. Robinson, the January Treasurer's report will be tabled to the next meeting. The answers to the December Treasurer's report will be presented at the next board meeting after information has been obtained from the City Treasurer.

Mr. May presented an update on due dates for open action items. See attachment.

Item	Target Date	Comments
Audit	3/31/08	Bd. to review for use in annual report.
Equipment Inventory	2/28/08	No action taken
Purchase Register w/card swipe	1/31/08	Completed
Replace Filters for Humidifier	1/31/08	Completed
Ceiling Tile Replacement	2/28/08	Completed
Painting Entryway	2/28/08	In Process
Replace Bathroom Stall Doors	2/28/08	Contractor will present quotes.
Boiler Inspection Status Report	1/31/08	Need copy of last state inspection rpt.
Florescent Bulb Replacement/Removal	1/31/08	Purchased bulbs but not installed.
Exit Light Bulb Replacement	1/31/08	Purchased bulbs but not installed.
Estimates for Replacing Blinds	2/28/08	Dir. Has an estimate.
Repair Outdoor Electrical Receptors	2/28/08	All repaired except one.
Need est. for furniture in Reading area	2/28/08	In Process
Verify Petty Cash Amount	1/31/08	No action taken
Procedure for Money Handling	2/28/08	No action taken
Review P.O. and Vouchers	2/28/08	No action taken
Review Separation of Duties	2/28/08	No action taken
Purchase New Flag & Install	1/31/08	Completed
New Copier for Patrons w/coin counter	3/31/08	In Process
Completion of Library's Website	2/28/08	Completed

The Budget Committee would like to have a final budget by the end of March; therefore all committees need to present their budgets by the next meeting.

President, Ms. Cross verified with the City that raises had not been given to staff for 2007. Ms. Cross requested copies of all documentation that was given to the Personnel Chairperson so the board can set the raises

for 2008/2009 and complete the raises for 2007 which will be retroactive to May 2007.

B. Personnel

No report.

C. Policy

No report, per Ms. Cunningham. Ms. Cunningham wants to know when the policy changes will be approved.

D. FOL

Ms. Rice will submit By-Laws for review at a later time.

E. Building and Maintenance

Per Mr. May report was given earlier under Finance.

Staff Reports

The Board requested a detailed report from the Director regarding all monies that come into the Library and that is sent over to City Hall for the weekly deposits.

Per Attorney Newsome, the ILA website has a book in PDF format that maybe a good for problem people in the library.

Per Director, Ms. Battley the NCPL received a donation in the amount of \$50.00 from a long time patron to purchase books for the Children's area. President, Ms. Cross asked the Director to put that information in a report format.

Website status: President asked what the status is on putting our minutes on our website. The Board discussed to have three months of board minutes available on our website and all prior minutes are to be archived.

New projects for February

- i. Per Ms. Battley she has purchased a new Casio Cash Register, which is currently being programmed with the library's codes.
- ii. Waiting on quotes for laptop will purchase in the 2007/2008 budget.
- iii. PDA still investigating

Ms. Robinson motioned to accept the staff reports and seconded by Mr. May, motioned carried.

Minutes

It was motioned by Ms. Cunningham to accept the minutes of 12/6/07, 1/12/08, 1/17/08 and 2/7/08. It was seconded by Mr. May with a correction to the minutes

of 1/12/08 Adjournment recommendation to correct his name from Rob May to Bob May. Also Mr. May was in attendance at the 2/7/08 meeting.

Old Business

- i. **Retreat Date** - Per President, Ms. Cross we need to select a new date for the retreat to continue with the Policy. Ms. Robinson asked the board if we could have a facilitator assist us with completing the long range strategy for the library. The board suggested that the Retreat and Long Range Planning will be conducted as separate events. Ms. Robinson volunteered to work with the Trustees on selecting a facilitator to help us with our strategy planning.
- ii. **Camera status** – Director, Ms. Battley recommended that we purchase our cameras from CPS because of the price and service. 8 cameras (6 fixed and 2 PTZs). Total cost is \$17,000 w/a 1 year warranty on parts and labor. *The board decided to make a decision on this proposal at the next board meeting.*
- iii. **Bad Faith** – A verbal report was presented by Attorney Newsome. The Cyber law has not caught up with the changes in the Bad Faith law. The Bad Faith law is mainly setup for large corporations. If the library wants to pursue the Bad Faith route, we will need to go through conflict resolution or arbitration and spend anywhere from \$1500 to 4,000 plus legal fees. Our library has not established that the Bad Faith Law can be used against Kiesow. Attorney Newsome needs a copy of the contract with the Library and Kiesow. Recommendation: Have research done to see who paid for the NCPL domain name and have Attorney Newsome negotiate with the domain company to have Kiesow's negative statement removed from our site search. *The Board requested that we have Denise do the domain search for our name.*

New Business

Mr. May presented information regarding an E-Grant that will cover additional electronic items needed by the Library. Director, Ms. Battley will present copies to the Trustees at the next meeting. Per Ms. Battley we have no outstanding grants.

Discussion of Next Agenda Items

- i. Bills
- ii. Budget
- iii. Cameras

Adjournment

Mr. May motioned that the meeting be adjourned at 8:19 p.m. and seconded by Ms. Robinson, Motion carried.

Respectfully submitted,

Etta Robinson
Secretary