

**Minutes
North Chicago Public Library
Meeting of the Board of Trustees
Thursday, June 19, 2008**

Call to Order Special Meeting

Board President, Minnie Cross called the regular meeting to order at 6:00 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 Sgt. Magee

Staff Present: Ms. Joan Battley, Director

Others Present: Torrie Newsome, Attorney

Presentation from ADT – Security Cameras

Camera equipment presented today is not the same equipment presented in the proposal. These cameras are typically used in their small business applications. The quality is higher, the DVR operates the same, can view remotely. Camera views in color during the day and at night, it has a “night view option”. The DVR will allow you to review data while recording at the same time. The recording is encrypted with a watermark, allowing the data not to be altered and it can be used in court.

If one of the cameras becomes defective, you will receive an audible tone and the software will show you the time and date the camera stopped working. The other cameras will continue to operate while the other camera is down.

The all cameras are fixed except the one PTZ camera. This security camera is “networked capable” so we can use one of our existing monitors and save about \$500.00. The service agreement presented with the equipment will be replaced while our equipment is being repaired. The service agreement includes maintenance and equipment repair/replacement.

Lease is for 3 years to cover 8 cameras (includes 1 PTZ), 1 DVR (16-Channels) and 1 monitor for \$17,753.00. Monthly fee to lease is \$582.00 and \$149.00 for maintenance fee with a \$1.00 buyout.

Placement of cameras: 3 outside and 5 inside

1 – outside rear of library

1 – Cover parking lot

- 1 – PTZ will cover Argonne Dr. & parking lot
- 1 – Front Counter
- 1 - West Wing
- 1 – East Wing
- 1 – Front Entrance
- 1 - Rear Office Area

It was motioned by Ms. Cunningham and seconded by Ms. Robinson to adjourn the special meeting about the cameras. Motioned carried.

Call to Order

Board President, Minnie Cross called the regular meeting to order at 6:35 p.m. Staff Sgt. Magee joined the meeting.

Comments from the Public

No public present.

Approval of Minutes

No minutes presented, tabled to next meeting.

Payment of the Bills

It was moved by Ms. Cunningham and seconded by Mr. May to pay the bills in the amount of \$13,639.21. Madam President questioned the bill for Thomson West. Per the Director that bill is a reference book of IL Library Codes. No other questions, motion carried.

Presentation from ADT – Security Cameras (Cont.)

George, from ADT, gave us a demonstration of how the camera equipment works. It was also suggested that we authorize the North Chicago Police Department access to our software so they can view inside our building. The camera quote is good for 30 days from 6/19/08. The total camera cost is \$17,753.00. Installation is a 40 hour job or two installers for two days. The Board will decide on which camera to purchase in Executive Session.

Committee Reports

A. Building and Maintenance

- i. Per Mr. May new partitions have been installed in the men's restroom.
- ii. Belski Electric has all electrical outlets working except one outlet and two lights outside, the ballast is on order.
- iii. Ms. Cunningham wanted to know the status of the library's lawn care. Mr. May did ask the city to mow the lawn; however, the city does not

pull weeds. Mr. May will talk to John, at City Hall, regarding our lawn care. The Board also discussed putting lawn care service back into our budget for next year.

B. Treasurer/Finance

Per Ms. Robinson, no report to present.

C. Personnel

No report.

D. Policy

Ms. Cunningham wants to know when the policy changes will be approved. The next policy meeting is scheduled for 7/14/08 at 4:00 p.m. at the Library. Ms. Rice joined the meeting at 7:15 p.m.

E. FOL

Ms. Rice stated the basket raffle is not going well. No date has been set for the rummage sale. Ms. Rice will submit her report at the 7/2/08 meeting. The FOL will not participate in the City's Community Day Activities on August 2, 2008. The Library will participate and there will not be a charge booth charge. The Board has suggested that we have our own Community Day. Staff Sgt. Magee suggested having a car wash as a fund raiser.

Staff Reports

See written report submitted by Director.

Old Business

New Business

Discussion of Next Agenda Items

Adjournment

It was moved by Mrs. Robinson and seconded by Staff Sgt. Magee to adjourn the meeting at 9:02 pm. Motion carried.

Respectfully submitted,

Etta Robinson
Secretary

Item	Target Date	Comments
Audit	3/31/08	Bd. to review for use in annual report.
Equipment Inventory	2/28/08	In Process
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	5/31/08	Completed
Boiler Inspection Status Report	1/31/08	Need copy of last state inspection rpt.
Florescent Bulb Replacement/Removal	1/31/08	Completed
Exit Light Bulb Replacement	1/31/08	Completed
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