

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

Call to Order

Board President, Minnie Cross called the regular meeting to order at 7:08 p.m.

Roll Call

Trustees Present: Board President, Ms. Minnie Cross, Ms Cora Cunningham, Treasurer, Ms. Etta Robinson, Ms. Gloria Rice, Staff Sgt. Magee, Rev. Carrol Merrel and Mr. Robert May

Trustees Absent: Mr. Larry Hightower and Ms. Andreana Dobbs,

Staff Present: Ms. Joan Battley, Director

Others Present: Torrie Newsome, Attorney and Ms. Barrett

Comments from the Public

None

Agenda Change

President, Ms. Minnie Cross asked that the agenda be changed to allow the camera system to be shown first. It was moved by Ms. Cunningham that the camera system be placed on the agenda after the payment of bills. It was seconded by Ms. Rice. Discussion: President Ms. Minnie Cross asked that because of a discrepancy that Rev. Carol Merrel not vote. No discussion, motion carried.

Approval of Minutes

Minutes presented from 6/19/08, 7/2/08, 7/14/08, 7/17/08 Ms. Robinson motioned that the minutes be tabled and approved at the next meeting when everyone has had a chance to review the minutes. Motion second by Mr. May, no discussion, motion carried.

Payment of the Bills

It was moved by Ms. Rice and second by Ms. Cunningham to pay the bills in the amount of \$12,101.95. Discussion: Madam President questioned the Director as to whether or not she received anything from Second Chance. Per the Director, she did not. Motion carried. Ms. Cunningham pulled out the T Wallace bill for the seal coating of the parking lot. This bill is on the agenda, because the board did not vote on this bill. The Director received three proposals on the seal coating and restriping the parking lot that ranged from \$2577, \$2500 and \$1800. These bills were discussed because they are over the threshold of \$1,500 of the Director. The President, Ms. Cross asked the Director to bring before the Board any bills that are over the Director's threshold.

Camera Presentation

George Patello from ADT demonstrated the operation of our newly installed cameras.

Presentation of New Staff

It was moved by Ms. Robinson and second by Ms. Cunningham to introduce new staff members to the Board. Mr. Bender, Adult Reference Librarian and Ms. Kathleen Kerryman, Children Service Coordinator/Librarian met the Board. Programs that Kathleen would like to implement in the Library are Mother/Daughter book club and a Guys book club. David has been doing one-on-one tutoring for job applications. Mr. Bender is working closely with the Waukegan Library as they already have a job center resource center setup at their Library.

Committee Reports

A. Building and Maintenance

Waiting for a quote on a new compressor for the new sprinkler system.

B. Treasurer/Finance

It was mentioned by Ms. Robinson to table the Treasurer's reports until the next meeting. The Finance report was presented by Mrs. Robinson, from a meeting that was held on 8/13/08 with Mr. Bob May, Ms. Joan Battley and Mrs. Robinson. Purpose of the meeting was to review and

repair budget errors. See attached report for detail. Check the September Budget/Finance Report to make sure the transfers have been properly moved. A copy of the letter from the Comptroller, Mr. Gantz with any changes made should be kept in the file with the Treasurer.

C. Personnel

No report.

D. Policy

It was recommended by President, Ms. Cross to gather information for the policy committee to review regarding the dress code for our library and to review it at our next meeting in Oct. 08.

President, Ms. Cross received correspondence from a school where a fourteen year old (PC literate) would like to do volunteer work with children in our Library. Ms. Cross suggests that the Library create a policy to encompass this volunteer work. This policy could be inclusive of a grant from Baker and Taylor or other grant sources.

E. Maintenance

Per Mr. Bob May most recent repairs are:

- i. Sprinkler System repaired w/a new compressor
- ii. Fire Alarm Panel – hard to locate parts, recommendation to replace the panel. One quote of \$1952 for panel, installation & programming. Mr. May suggests we obtain 3 bids.
- iii. Camera Installation
- iv. Faulty outlets repaired by Jewel Electric

F. FOL

Per Ms. Rice the 1st Basket Raffle we sold 19 tickets and the 2nd raffle we sold 32 tickets for a total of \$ 65.00.

Next project to be done on the 2nd Saturday of September, which is a rummage sale on Sept. 13th at 10:00 a.m. at the NCPL. Everything is a \$1.00 Sale.

President, Ms. Cross asked Staff Sgt. Magee and Ms. Rice to get with Mr. Newsome to discuss a fundraiser for the Friends.

Staff Reports

See written report submitted by Director.

Old Business

- A. The President asked the Board if we wanted to have a cookout for the staff in the summer. The Director will organize.
- B. Training at NSLS on Thursday night for the Directors and our Attorney in Sept. and Oct.

New Business

- A. Moved by Staff Sgt. Magee and second by Ms. Cunningham that the Director has a petty cash fund of \$300.00. Discussion on having cash vs. credit card, per the Director it is easier to have a credit card to secure purchases. It was moved by Staff Sgt. Magee to table the discussion on petty cash and second by Ms. Rice. Tie vote motion dropped.
- B. Lawn Care, Ms. Battley obtained an estimate from a landscaper for \$150.00 to clean up shrubs, weeds and remove weeds from signs. Per Mr. May, the landscaper is an employee, not a friend. Ms. Cunningham wants to make sure that the board is not in conflict of interest, therefore the Director is to obtain bids from other similar vendors as well as Mr. Jones.

Adjournment

It was moved by Ms. Robinson and second by Mr. May to end our regular meeting at 9:25 p.m. No discussion, motion carried.

Respectfully submitted,

Etta Robinson,
Secretary