

North Chicago Public Library
2100 Argonne Dr., North Chicago, IL 60064
Library Board of Trustees Meeting Minutes
February 08, 2022
6:30 p.m.

Madam President Etta Robinson called meeting to order at 6:31 p.m.

I. ROLL CALL

Trustees Present (#): Jeanette Allen, Caroline Harrington, Edward Houston, Etta Robinson, Sebastian Rodriguez, Giovanni Verdin, Peter Villanueva.

Absent Trustees (#): Lawrence Brown, Carmecia Hawthorn

Others Present: Atty: James Hartman

Staff Members: Library Director Lou Carlile

II. COMMENTS FROM PUBLIC

NONE

III. CORRESPONDENCE

NONE

IV. APPROVAL OF MINUTES

Trustee Allen asked why were the minutes for the February 2nd Personnel Committee Meeting not included in the Board Packet? Director Carlile stated it was an oversight will be corrected for next Board meeting packet.

Madam President Robinson called for the approval of the minutes.

Trustee Harrington motioned to approve the minutes for 01/11/2022. Trustee Houston seconded the motion.

ROLL CALL:

Ayes: Trustees Harrington, Allen, Houston, Robinson, Rodriguez, Verdin, and Villanueva

Nays: None

Absent: Trustees Brown, Hawthorn

MOTION CARRIED

V. APPROVAL OF BILLS PAYABLE

Trustee Harrington motion to pay and Trustee Houston seconded to approve the bills for payment in the amount of \$13,546.78

DISCUSSION: Trustee Harrington asked about the Spotlight invoices and why does it have a 09/24/2021 bill date and 12/31/2021 statement date? Are these duplicates or a late bill? Director Louis stated, the vendor sent these invoices late to Mr. John Heideman. President Robinson wanted to know when the bills come to the Library whether it comes to the department or designated person? Director Carlile stated we inform the vendors to mail their invoices to our Accounts Payable department and Veronica Jarrett is designated person. For the electronic copies are to email address ap.sec@ncplibrary.org. Trustee Harrington noticed on the bottom of invoice for Century Automatic Sprinkler bill there was an option for ACH payment. She wanted to know if their account was set up for ACH payment? Director Louis stated, it was not. At this time, it was due to them contacting the library to set up inspection and then sending us the invoice. President Robinson asked if they can be set up for ACH payment for future payments. Director Carlile confirm with yes.

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdin, and Villanueva
Nays: None
Absent: Trustees Brown, Hawthorn,

MOTION CARRIED

VI. APPROVAL OF VISA CREDIT CARD PAYMENT

Trustee Harrington motioned to pay credit card bills for \$2,948.58 and Trustee Villanueva seconded it.

DISCUSSION: None

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdin, and Villanueva
Nays: None
Absent: Trustees Brown, Hawthorn

MOTION CARRIED

VII. REPORTS

Discussion: Madam President requested Personnel, and Finance Committee Meeting minutes in next Board packet.

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdin, and Villanueva
Nays: None
Absent: Trustees Brown, Hawthorne

MOTION CARRIED

A. COMMITTEE REPORTS

Treasurer:

The Monthly Treasurer’s Report is attached for the period ending January 31st, 2022. To summarize, Revenues totaled \$ (2,189.67) and expenses totaled \$85,963.22. The cash and investment balance for all funds was \$ 1,633,862.21.

Finance: Report will be added in next month Board packet

Discussion: President Robinson explained to the Trustees, that Trustee Villanueva was discussing two things in regards to the two previous finance meetings. Trustee Villanueva’s discussion in the first meeting was to go over the budget. The second Finance Committee meeting was regarding us looking into a different financial institution for the library. Trustee Villanueva informed the Board of the activity of the money that is currently in bank and the investment account. Trustee Villanueva talked about what the cost has been to manage the investment money. President Robinson informed the Finance Committee members they should be ready to provide recommendations regarding investments by next month. Therefore, everyone will have some information to vote on by the next meeting. Trustee Verdin asked if the board will be deciding any bank and money management changes? President Robinson, said that is correct. Director Carlile stated who is going to be handling the process once it decided? Will Treasurer Vance Wyatt continue handling it? President Robinson said it will be the Board who will discuss this change by talking with the City of North Chicago.

Policy: No Report

Maintenance:

Discussion: Trustee Houston reported that the Committee meeting was about going over the construction project contract and deciding who to hire. Trustee Verdin reviewed the original proposals from SMC and IHC for comparison. Director Carlile explained the proposal information and the timeline for the project that was presented by the vendors. Trustee Verdinn explained the SMC and IHC proposals were based on them doing their own work with their price as the factor. President Robinson, suggested that we should consider which vendor that Andy and Director Carlile can best work with along with the recommendation of the Maintenance Committee. Director Carlile said the company he would choose would be SMC. This is due to the important factor of good communication which is needed in a project like this.

Trustee Houston motioned in tonight meeting to finalize the vote for the contractor on the NCPL project. Trustee Verdin seconded it.

Trustee Verdin motioned for SMC to be selected as the contractor for the 2022 NCPL construction project. Trustee Houston seconded it.

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdin, and Villanueva

Nays: None

Absent: Trustees Brown, Hawthorne

MOTION CARRIED

Personnel: Report will be added in next month Board packet

Technology {Website Project}:

Discussion: Trustee Rodriguez reported what was spoken about at the Committee Meeting. It was about the up to date efforts made to the website which is now live. Trustee Rodriguez felt the public would appreciate the changes and will like the new website. Trustee Harrington did not feel the website was up to its working potential. She reviewed the website and was expecting some AI activity to be added and thought the website was bland. President Robinson agreed with Trustee Harrington about the avatar. Trustee Harrington said she was under the impression it was part of the service package which was paid for and did not think the site would be pleasing to the audience. President Robinson stated the 2021 Board Meeting minutes should be uploaded to the website. Director Carlile explained the original plan was for the website and items the requested would be in addition to the current website. There will be training on the use of the new website for NCPL and the avatar is a separate matter. Director Carlile and Trustee Harrington will meet to discuss the avatar and other changes to the website.

Marketing:

No Report

Bookmobile:

Director Carlile stated the bookmobile is currently up to date with the number of stops.

IT Lan: Michael Braun is requesting additional hours of 28 to 30 hours a week. He would like to speed up the process of updating the servers and library computers.

Special Committee Reports:

No Report

Discussion: President Robinson stated that she wanted Director Carlile to get with his staff to find out all of the past due books and DVD's and handle setting up for collection activity with patrons who did not pay for materials.

VIII. STAFF REPORT

Trustee Harrington motioned for approval of the following reports. Committee, Special Committee, and Staff. Trustee Rodriguez seconded it.

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdin, and Villanueva

Nays: None

Absent: Trustees Brown, Hawthorne

MOTION CARRIED

IX. OLD BUSINESS:

Construction Project

Board Retreat postponed due to COVID

Discussion: President Robinson asked the Trustees if they would prefer doing the Board Retreat virtual or in person? The majority decided they would like to do it in person and it will be held on April 9, 2022.

President Robinson asked the Trustees to contact Director Carlile if need business cards and Chromebooks.

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdin, and Villanueva

Nays: None

Absent: Trustees Brown, Hawthorn

MOTION CARRIED

X. NEW BUSINESS

Discussion: President Robinson requested Director Carlile to present information regarding the Prairie Cat program to the trustees. Director Carlile talked about the benefits and the timeline to get on board with their program which is necessary to decide sooner rather than later. Director Carlile said that our library has outgrown our current library software. There is a need to take advantage of Prairie Cat technology become their current library software it is compatible with most up to date server software. President Robinson inquired about the cost and the timeline. President Robinson stated she would feel comfortable in her decision if she knew what to expect and when with the Prairie Cat project. Trustee Verdin mentioned is this a good idea to get connected with a consortium. President Robinson said it would help us being a part of a group of libraries which would cut back on cost of getting more books. Trustee Houston asked for the short version of the benefits with Prairie Cat program. Trustee Verdin stated it will probably increase our catalog, help with the speed of receiving materials, and help with our server issues. President Robinson said the decision will be made next month.

President Robinson informed the Trustee they need to send her their nominees for "Trustee of the Year" by March 1, 2022. President Robinson asked for any volunteer to take over for the Policy Committee. Trustee Houston agreed to be on Policy Committee. President Robinson requested Veronica Jarrett provide an up to date Directory list.

ROLL CALL:

Ayes: Trustees Allen, Harrington, Houston, Robinson, Rodriguez, Verdin, and Villanueva

Nays: None
Absent: Trustees Brown, Hawthorn

XI. ITEMS FOR NEXT MEETING AGENDA

None

XII. ADJOURNMENT

Trustee Harrington motioned, and Trustee Houston seconded to adjourn the meeting at 8:25 p.m.

ROLL CALL: Ayes: Harrington, Houston, Robinson, Rodriguez, Allen, Verdin, and Villanueva

Nays: None

Absent: Trustees Brown, Hawthorn

Respectfully submitted,

Veronica Jarrett
North Chicago Public library