

NORTH CHICAGO PUBLIC LIBRARY
2100 Argonne Dr., North Chicago, IL 60064
LIBRARY BOARD OF TRUSTEES MEETING

MINUTES
May 11, 2021
6:30 p.m.

I. CALL TO ORDER

President Etta Robinson called meeting to order at 6:30 p.m. Meeting was conducted virtually (via Google Meets) for all participants.

II. ROLL CALL

Trustees Present (#): Allen, Brown, Harrington, Houston, Robinson, Runnels, Villanueva

Absent Trustees (#): *Handy, *Rodriguez,

Others Present: Michael Braun, Louis Carlile, Jay Theobald, Vance Wyatt

**Trustee Rodriguez arrived at 6:35 pm*

**Trustee Handy arrived at 6:44 pm*

III. COMMENTS FROM PUBLIC

NONE

IV. CORRESPONDENCE

North Chicago City Treasurer Vance Wyatt introduced himself to everyone. Trustee Runnels wanted to clarify that his resignation was effectively immediately, and not June 1, 2021. Trustee Robinson instructed Trustee Brown to read the resolution for departing Trustees Handy and Runnels. Trustee Harrington did presentations for both resigning Trustees as well, thanking them for their years of service to the public and the NCPL.

V. APPROVAL OF MINUTES

Motioned by Trustee Harrington and Trustee Brown seconded for approval of the regular meeting minutes for 4/13/2021, pending the revision of the 3/9/2021 Executive Session correction emailed to Trustee Brown by Trustee Harrington.

ROLL CALL: Ayes: Allen, Brown, Harrington, Houston, Robinson, Rodriguez, Villanueva

Nays: None

Absent: Handy, Runnels

MOTION CARRIED

DISCUSSION: Trustee Brown needs to make correction to 3/9/2021 Executive Session, which was sent to him by Trustee Harrington. Carlile clarified that the three invoices that were erroneously sent to an address at 1136 S. Waukegan Road was Baker and Taylor's mistake and the library does not have to pay those invoices. Theobald said that they have begun work on the website, and Trustee Harrington said they are looking forward to doing a demonstration of the virtual assistant avatar. Trustee Robinson said all of the trustees completed their Economic Interest forms required by the City, avoiding the non-compliance fine.

VI. APPROVAL OF BILLS PAYABLE

Trustee Harrington motioned and Trustee Allen seconded to approve the bills for payment in the amount of \$27,081.38.

ROLL CALL: Ayes: Allen, Brown, Harrington, Houston, Robinson, Rodriguez, Villanueva

Nays: None

Absent: Handy, Runnels

MOTION CARRIED

DISCUSSION: Trustee Harrington stated that Cabay had indicated the incorrect bill to on their invoices, that it did not accurately detail the library's information. She also questioned why there was a past due amount for the city water bill as the library had not been late on recent payments. Trustees Robinson and Harrington also asked Carlile about the irregular type face that appeared on several documents in the board packet. Trustee Harrington also confirmed that the Rittenhouse invoice was more descriptive than in the past and trustees agreed that it was fine. Trustee Harrington asked and Trustee Robinson confirmed that the board did agree to pay the scheduled maintenance in the last board meeting.

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

Trustee Harrington motioned and Trustee Brown to approve credit card payments in the amount of \$1,724.49.

ROLL CALL: Ayes: Allen, Brown, Harrington, Houston, Robinson, Rodriguez, Villanueva

Nays: None

Absent: Handy, Runnels

MOTION CARRIED

DISCUSSION: Trustee Robinson stated former director Battley's name needs to be removed from the Visa bill. Carlile said the discrepancy likely occurred when he was reconciling statements with former city Treasurer Robinson, that they were run in early April and that bills moving forward should not reflect Battley's name on any bills. He said there is a slight chance it might show up on the Adobe bill. Trustee Robinson asked Carlile to get clarification on the rebate rewards from the credit card. Trustee Robinson believes we may receive a monetary reward. Carlile said he would confirm whether it is monetary or merchandise, and what the frequency of the reward would be (month, quarterly or annually). There was also a question as to why Rachel Yancey's name is still showing up on the Verizon report. Carlile confirmed the phone that was previously Rachel's is now in his name. He will work with Verizon to get the information updated.

VIII. COMMITTEE REPORTS

Trustee Harrington motioned and Trustee Brown seconded to change the order of the meeting agenda, to move to Old Business and to remove committee appointments.

ROLL CALL: Ayes: Allen, Brown, Harrington, Houston, Robinson, Rodriguez, Villanueva

Nays: None

Absent: Handy, Runnels

MOTION CARRIED

DISCUSSION: Moved to discuss the selection of Zoom instead of Google Meets as the platform of choice for the library's virtual meetings.

Treasurer: Report in Packet

DISCUSSION: Trustee Villanueva reported the amount of \$1,430,911.25.

Finance: No Report

DISCUSSION: Trustee Harrington had a question as to why the library was being charged fees as an amount of \$45.10 was appearing as an expenditure and not a credit on the report. Trustee Robinson and Villanueva believe it is initially an expenditure then credited back to the library.

Policy: No Report

DISCUSSION:

Maintenance: No Report

DISCUSSION: Director Carlile said there is a delay with the parking lot repair because the vendor said they are having trouble getting the asphalt material. There is not date confirmed for the parking lot repair. Trustee Robinson said that if they cannot get it done Carlile should reach back out to the vendor and if they cannot do the repair decide to go with another vendor. Robinson pointed out she has seen other major road repairs being done in the city, so there should not be a reason the parking lot is not repaired. Robinson also asked about the Capital Assessment project and Carlile indicated there had not been a lot of progress. He said he had spoken with Andrew and Joan when the grant was submitted to the state. And while there were some discrepancies due to formatting the information was submitted on time but required some modifications.

Special Committee: No Report

DISCUSSION:

Bookmobile: No Report

DISCUSSION: Carlile said there was a request to add to the Greenbay Child Care Center to the existing route.

Personnel: No Report

DISCUSSION: Trustee Allen said she had been meeting with Carlile to assist with his transition as the new library director.

Technology: No Report

DISCUSSION: Braun said the LAN project is still underway. It is overall 65.19% to budget, 50.18 to budget for hardware, 5.34% to budget for software, and 9.72% to budget for consulting fees (Envisionware). Eight workstations have been placed and all are stable. Library Solutions' 2019 software is not ready and is presenting a problem. Braun said he will push them to update the software. Trustee Robinson expressed concern because the LS software is not updated. Braun confirmed there maybe issues as a result. Robinson asked Carlile to work with Braun to minimize any issues the library might experience. Trustee Allen questioned the timeline and Braun indicated he was not sure but did estimate that it was originally slated for a March completion but explained it was an estimate.

Theobald and Carlile made an initial down payment of 25% and will pay the development of the website in 25% increments. They met with the web developer and graphic designer.

Marketing: No Report

DISCUSSION:

IX. STAFF REPORT

Trustee Harrington motioned and Trustee Brown seconded to approve Staff Reports, Special Committee Reports, Committee Reports, and Staff Department Head Reports.

ROLL CALL: Ayes: Allen, Brown, Harrington, Houston, Robinson, Rodriguez, Villanueva

Nays: None

Absent: Handy, Runnels

MOTION CARRIED

DISCUSSION: Trustee Robinson asked Carlile about the Digital Media staff position. Carlile said they have hired someone pending the HR and criminal background investigation. He said he is working with Liz Black in HR and the North Chicago Police Department. The goal is to have the person in place by June 1, 2021. Trustee Robinson mentioned to ensure Black is aware of the timeline. Trustee Harrington had a question about the grant writing report, and there will be a separate meeting to discuss the expectations of the role for grant writing. Trustee Allen said she will schedule a Personnel meeting to discuss.

Director's Report In packet

DISCUSSION: Carlile said a 25% deposit for the website was paid out of the 2021 budget and will be paid in 25% increments until the website is completed. He said the skunk issue remains and asked Trustee Houston to share his insights as they reviewed the skunk issue together. Houston said he believes the skunk is living in some bushes/hedges/ravine near the library board room and did not see where the animal had burrowed under the building, but it still presents a challenge. He recommended cutting back the hedges perhaps purchasing and having the library set its own traps.

X. OLD BUSINESS

There was a discussion about continuing to use Google Meets versus Zoom. Carlile said he had looked several options and had discussed Microsoft Teams with Braun and they thought the cost was prohibitive. The library currently has a free version of Google meets and there would be a cost per license (per user). Trustee Brown mentioned Zoom as the cost-effective option. Trustee Harrington mentioned that her company uses Skype for Business as an option. Trustee Rodriguez said that Rosalind Franklin uses Zoom, and Trustee Villanueva said his company uses Zoom and Lifescape. Trustee Robinson asked Carlile to provide a spreadsheet of options so that the board could vote on the topic in the next session.

XI. NEW BUSINESS

Trustee Harrington motioned and seconded by Trustee Allen to become a member of the ILA 501-3C program to be eligible for not-for-profit grants.

ROLL CALL: Ayes: Allen, Brown, Harrington, Houston, Robinson, Rodriguez, Villanueva
Nays: None
Absent: Handy, Runnels
MOTION CARRIED

DISCUSSION: Carlile also recommended that the library participate in the Illinois Library Association (ILA 501-3C) program to qualify for not-for-profit grants. Since the library is not a 501-3C entity and the Friends of the Library is not either, this would be a way the library could qualify for nonprofit grants. He said the fee paid to ILA would be on a sliding scale based on grants the library would be awarded.

Trustee Robinson said she attend a RAILS meeting regarding strategic planning. She stated that other libraries are also struggling with strategic planning, committee lack of support and whether to strategize around projects versus traditional strategic planning models. She said the other groups are also grappling with whether to have virtual or in person sessions. Trustee Allen suggested a virtual strategic planning session, and Carlie suggested that perhaps it could be done outside. The tentative timeframe would be August 2021. Trustee Robinson asked that officers particularly help to plan the metting, but that all board members should be involved.

XII. ITEMS FOR NEXT MEETING AGENDA

XIII. ADJOURNMENT

Trustee Harrington motioned and Trustee Allen seconded to adjourn the meeting at 8:30 p.m.

ROLL CALL: Ayes: Allen, Brown, Harrington, Houston, Robinson, Rodriguez, Villanueva
Nays:
Absent: Handy, Runnels
MOTION CARRIED

Respectfully submitted,

Lawrence Brown
Secretary