

NORTH CHICAGO PUBLIC LIBRARY
2100 Argonne Dr., North Chicago, IL 60064
LIBRARY BOARD OF TRUSTEES MEETING
MINUTES
April 13, 2021
6:30 p.m.

I. CALL TO ORDER

President Etta Robinson called meeting to order at 6:31 p.m. Meeting was conducted virtually for all participants.

II. ROLL CALL

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

Absent Trustees (#): *Villanueva, Handy, Runnels,

Others Present: Attorney Robert McGhee, Louis Carlile, Jay Theobald

**Trustee Villanueva arrived at 6:35 pm*

III. COMMENTS FROM PUBLIC

NONE

IV. CORRESPONDENCE

Better World Books, received for \$52.90, and Back to Books grant in the amount of \$944.06, and L.C. Farm for \$160.00 per Director Carlile

V. APPROVAL OF MINUTES

Motioned by Trustee Harrington and Trustee Brown seconded for approval of the regular meeting minutes for 3/9/2021 and the executive session meeting pending correction.

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

Nays: None

Absent: Handy, Runnels

MOTION CARRIED

DISCUSSION: Trustee Harrington will connect with Trustee Brown to make correction to executive session minutes

VI. APPROVAL OF BILLS PAYABLE

Trustee Harrington motioned and Trustee Allen seconded to approve the bills for payment in the amount of \$14,250.19.

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

Nays:

Absent: Handy, Houston

MOTION CARRIED

DISCUSSION: There were three items in the amounts of \$36.73, \$22.04, and \$16.89 totaling \$75.66 that were shipped to 1136 Waukegan Road, and Trustee Harrington questioned why that was the case as items should be shipped to the library address. Trustee Robinson said the amounts should be removed from the bill run and investigated. There was also a question regarding (pg. 37) regarding the attorney fee of \$170.00 that was paid, which was the final balance of the lawsuit that was handled on behalf of the library. There were also two subscription renewals questioned by Trustee Robinson for Consumer Reports and Essence Magazine. Trustee Harrington mentioned there is not enough foot traffic in the library to justify renewing the subscriptions, and that as a board we discussed eliminating the periodical section altogether. Carlile said he will investigate the status of periodical section.

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

Trustee Harrington motioned and Trustee Brown to approve credit card payments in the amount of \$1,354.33.

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

Nays:

Absent: Handy, Runnels

MOTION CARRIED

DISCUSSION: Trustee Harrington stated that Verizon, Comcast and Orkin bills were supposed to be paid by ACH, but

were paid by credit card. The payments should be via ACH, and not credit card. She also stated that the bills still indicate "Attn: Joan Battley", and should indicate the new director name Louis Carlile. Carlile indicated that he has former director Battley's credit card, and Trustee Robinson said she has a credit card in Carlile's name to provide to him. Carlile said the Adobe subscription was paid late. The subscription had expired and needed to be renewed. ADT invoiced 3/6/2021 should be paid now no matter whose name is on the invoice. Trustee Robinson said Veronica should contact the vendor to make the name correction.

VIII. COMMITTEE REPORTS

Trustee Harrington motioned and Trustee Brown seconded to approve the treasurer's report in the amount of \$1,490,130.07.

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

Nays: None

Absent: Handy, Runnels

MOTION CARRIED

DISCUSSION: Chairs were sold in the amount of \$130.00, and books for (\$544.06). Trustee Robinson said there were no real estate taxes. Trustee Allen questioned whether payments were extended due to COVID-19. Trustee Robinson said there is little return in the cash account in response to Trustee Villanueva mentioning that there was only a interest of \$6.66. Trustee Allen also questioned whether the library should be charged a credit card fee of \$39.39.

Treasurer: Report in Packet

DISCUSSION:

Finance: No Report

DISCUSSION:

Policy: No Report

DISCUSSION:

Maintenance: No Report

Director Carlile said he discussed with Battley that a copy of how much the library has to receive 75% regarding the capital grant. The paperwork from city Treasurer Robinson, and financial letter from the Architect needs to be in the correct format, which should be an editable PDF document. Carlile said there are four people on staff who will have access to the Adobe software (Jay, Joan, Veronica and Louis). Trustee Allen questioned whether the library was still on track to meet the April 15th grant deadline. Trustee Harrington recommended to Carlile to seek an extension as a precaution in the event the application is not submitted on time. Trustee Houston asked about what choice bait that ABC was using. Trustee Robinson asked Carlile to speak with Trustee Houston about the traps and the skunk issue.

Special Committee: No Report

DISCUSSION:

Bookmobile: No Report

DISCUSSION:

Personnel: No Report

Technology: No Report

Trustee Harrington motioned and Trustee Allen seconded to approve a budget of \$15,000 for Weblinx to re-design the website for the library,

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

Nays:

Absent: Handy, Runnels

MOTION CARRIED

DISCUSSION: Jay provided an outline of the cost to build the website by Weblinx (\$9,000 for the website, \$1,500 for the translation, and \$2,500 for the avatar) Jay discussed the website update, and what he discussed at the marketing meeting. He discussed the marketing Pay Per Clicks (PPC), Weblinx can do that chatbot for \$150. Trustee Harrington mentioned the online marketing capability of the virtual assistant and would like to do a demo of it at the next meeting time permitting. There is also a plug-in feature that will include a calendar, which will be included in the \$9,000 website build.

Marketing: No Report

DISCUSSION:

IX. STAFF REPORT

Trustee Harrington motioned and Trustee Allen to approve all committee reports, special reports, staff and departmental head reports.

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

Nays:

Absent: Handy, Runnels

MOTION CARRIED

DISCUSSION: Trustee Robinson would like to see trends in the staff reports, versus current trends with regard to patron Metrics that can be measured year over year.

Director's Report No Report

DISCUSSION: Battley explained the skunks that were living under the library had been removed, and that the cost per trap would be \$250, and \$750 to catch and release the animal via ABC Wildlife.

X. OLD BUSINESS

After 10 years serving on the Library Board, Trustee Handy has resigned, and Trustee Runnels is resigning from the board as well, effective June 1st as well. It was discussed that the board should recognize them with awards for their commitment and service to the library.

XI. NEW BUSINESS

Motioned by Trustee Harrington and seconded by Trustee Allen to approve the 2022 fiscal budget in the amount of \$1,183,685.20.

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

Nays: None

Absent: Handy, Runnels

MOTION CARRIED

DISCUSSION: Trustee Robinson said the board needs to have a retreat with the new library director. Trustee Harrington asked if everyone had gotten the COVID-19 vaccination as the board discussed whether or not. The board needs to decide when and where the retreat will be located. A suggestion was made that the retreat could be during the warmer months. Trustee Villanueva suggested the summer as an ideal time. Trustee Robinson also suggested it could be hosted at her house. All members of the board agreed to participate developing the retreat. It was suggested that we could use the current rules, but consider another platform YouTube, or FaceBook Live. Trustees Allen, Houston, and Rodriguez voted to meet in person, Trustees Brown and Robinson, voted for either in person, and Trustees Harrington and Villanueva voted to continue virtual meetings. Trustee Brown recommended the use of Zoom, instead of Goggle Meets as the virtual platform.

Carlile mentioned said the Girl Scouts want to come to the library and work with Mr. Heidleman, and Carlile agreed he

would like to meet the students.

Carlile asked about resuming board meetings, and whether the meetings would be in person or continue to be virtual. Carlile reviewed the 2020-2021 actual budget with Battley. Carlile discussed his review and projections of the budget. He projects the healthcare budget will be higher as it seemed a bit low from last fiscal year. The library did not spend a lot on materials, but the state recommends 8% as a part of the per capita grant. Carlile said there are plans to fill staff positions that were not filled in 2021. He said there were 10 candidates, he is interviewed 7 of the candidates and hopes to fill the position soon. He said the 2022 budget is not a major departure from the 2021 budget. The TRANE contract is paid off, staffing considerations and benefits are similar for 2022's budget.

Trustee Harrington asked if the library got the title back for the bookmobile. Trustee Robinson said the city is paying for the insurance so the bookmobile is on the city's books. There was a suggestion that we could lease the bookmobile to the city and it would be in the library's name. The NCPL is owned by the city for \$30,000. Carlile asked about the building's insurance with regard to the city as an asset. A meeting with the finance team will be scheduled to discuss. Trustee Robinson reminded trustees to pick up their mail, and to make sure the economic interests be completed by May 1, 2021.

XII. ITEMS FOR NEXT MEETING AGENDA

XIII. ADJOURNMENT

Trustee Harrington motioned and Trustee Allen seconded to adjourn the meeting at 8:31 p.m.

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

Nays:

Absent: Handy, Runnels

MOTION CARRIED

Respectfully submitted,

Lawrence Brown
Secretary