

NORTH CHICAGO PUBLIC LIBRARY
2100 Argonne Dr., North Chicago, IL 60064
LIBRARY BOARD OF TRUSTEES MEETING
MINUTES
February 9, 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, Rodriguez, Runnels, Villanueva

Absent Trustees (#): Handy, *Harrington

Others Present: Jim Hartman, Joan Battley, Christopher Parker, Michael Braun, Deb Waszak, Towanda Joyner

**Trustee Harrington arrived at 6:34 p.m.*

III. COMMENTS FROM PUBLIC

None

IV. CORRESPONDENCE

None

V. APPROVAL OF MINUTES

Motioned by Trustee Harrington and Trustee Allen seconded to table approval of the minutes for 12/8/2020 and 1/12/2021 based on discussion

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

Nays: None

Absent: Handy

MOTION CARRIED

DISCUSSION: None

VI. APPROVAL OF BILLS PAYABLE

Trustee Harrington motioned and Trustee Allen seconded to approve the bills for payment in the amount of \$22,275.90.

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

Nays:

Absent: Handy,

MOTION CARRIED

DISCUSSION: Trustee Harrington indicated that backordered items should not be invoiced because it could result in double payments. Backordered items should be removed from the invoice and packaging slip. Additionally, the Books by the Bushel invoice indicated a staff members name which should not be the case, it should reflect the NCPL, and not individual employees. Trustee Harrington mentioned the rate of services provided by Platinum Landscaping is too high, and better invoicing was needed. Director Battley shared that Platinum Landscaping would like to remove themselves from the contract with the NCPL.

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

Trustee Allen motioned and Trustee Harrington seconded to approve the credit card payment in the amount of \$1,142.36

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

Nays:

Absent: Handy,

MOTION CARRIED

DISCUSSION: None

VIII. COMMITTEE REPORTS

Trustee Harrington motioned and Trustee Brown seconded to table the minutes for the Executive Session, until the next

board meeting because board members were unable to read the report due to a security feature in the email that would not allow them to read the information and to approve the Committee Reports.

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

MOTION CARRIED

DISCUSSION: The Finance Committee Report was moved to the top of the agenda since Deb Waszak, North Chicago Chief of Staff and Towanda Joyner Comptroller were in attendance.

Treasurer: Report in Packet

DISCUSSION: Treasurer's report approved in the amount of \$1,641,305.51. There was an unrealized appreciation on the wealth account for \$3,059.66 per Trustee Robinson. Committee budgets need to be submitted as well.

Finance:

DISCUSSION: Waszak offered the NCPL to participate in the City's newsletter and offered Jim Moran as a point of contact with work with Battley to determine whether that would be feasible for the Library. The City newsletter as published, March, July and November annually. Towanda Joyner Provided a provided an outline of the \$33,000 that the City is billing the Library. City department chairs provided payroll, A/P, and provided a break down based on 8 hours of work that employees worked on NCPL and established a cost base average based on the 18 employees at the Library. Additional considerations included the amount of time, about two hours per week, the HR manager's salary and benefits. Joyner also discussed plumbing cost, lot repairs, Fire Department services, background, and Trotter and Associates, Engineering. Trustee Allen inquired about the information in Paylocity and clarified actually has 16 employees, not 18 and clarified that she and Trustee Robinson had administrative access in the system. Trustee Harrington mentioned there was a discrepancy of 10%, and the amount was actually closer to 8% with regard to the 18 employees. Trustee Allen asked if the Library is charged the same amount for background checks as the other departments for services. Waszak clarified that the Library has its own board and is technically its own entity as a part of the City. Waszak said she would check with the Mayor regarding the billing process.

Trustee Robinson asked about the Trotter & Associates for 10 hr. billing, but the Library only received an email. Waszak said she has a spreadsheet to support what services were rendered and will send that information to Trustee Robinson. She also said moving forward the Board will receive a copy of the results in book form. Trustee Robinson nine copies, plus an additional copy for the Director. Trustee Harrington asked about a \$14,000.00 expense glitch with payroll processing. Joyner clarified the \$164,895.00 amount, and the cost to the library was 8.49% (\$13,999.58). Trustee Harrington clarified she still believes the amount is excessive. Trustee Robison offered an example as part of the report the Board had seen that the Library was charged for someone who work 16 hours on one day. Trustee Harrington asked for clarification about receiving a spreadsheet that details what the Library is charged. Joyner indicated it is sometimes difficult to track what is being done for the Library and Waszak asked whether or not the Board would prefer a billable hour's process as a possible option. Trustee Robinson agreed to pay the \$33,000.00 on behalf of the Library she and Trustee Harrington again stated the need for more transparency.

Policy: No Report

DISCUSSION:

Maintenance: No Report

DISCUSSION: Director Battley provided a summary of updates from Andy Dogan with Williams Architect.

Special Committee: No Report

DISCUSSION:

Bookmobile: No Report

DISCUSSION: The bookmobile continues to do drop-offs to patrons, but not in normal drop-off rotation.

Personnel: No Report

DISCUSSION: Minimum wage was approved for NCPL staff. On 2/15 the Adult section of the Library will be re-opened, and on 3/15 the Children's area will be re-opened. Hybrid learning will likely be taking place for the school

district.

Technology: No Report

Marketing: No Report
DISCUSSION:

IX. STAFF REPORTS

Director's Report No Report
DISCUSSION:

ROLL CALL: Ayes:
Nays:
Absent:

MOTION CARRIED

X. OLD BUSINESS

Jay Theobald provided an update regarding the website. He shared three quotes:

Cole Tree Creative – Would take about 4 months to build the website

Weblinks – Would take about 4-6 months to build the website

Renaissance Solutions – Would take about 4-6 weeks

Please refer to proposals for additional information. Important elements to consider are:

- Mobile scaling
- Bilingual capabilities
- Library catalog integration
- Americans with Disabilities Act (ADA) Compliance

The level of support post website build varies, but will provide more information

Michael Braun said the LAN upgrade is going well. He is running the old and new system simultaneously and seamlessly. He is coming in 50-55% under budget.

DISCUSSION: NEW BUSINESS

Christopher Parker with Crisp Media provided an overview of his marketing services and how that could help the Library. He is a Navy Veteran and holds a BA in Marketing. His services offer the ability for the Library to leverage social media via various platforms but primarily Facebook using messenger Bots, Email Marketing, Short Message Service (SMS) for follow-ups. These features offer the ability to reconnect with patrons, promote future engagement and manage social media platforms to drive activity. It could also provide the opportunity to drive traffic to the website, and interface with it to provide a more contemporary user experience. Parker offered several different features that would drive engagement. Trustee Robinson asked whether it was possible to book time directly from Facebook, Trustee Rodriguez inquired about being able to order items in advance for pick-up. Parker said that both could be done but that we would need to ensure that the ability to do so aligned with the website's capabilities so that the staff would be notified. Trustee asked about the average budget was, and Parker shared \$500 for the first month, \$999/month and \$9,999 for the year. He also mentioned we would be able to track the performance of various campaigns with click-through rates and other social media analytics which can be done on a monthly/quarterly basis.

XI. ITEMS FOR NEXT MEETING AGENDA

Budget considerations

Follow-up regarding Marketing

XII. ADJOURNMENT

Trustee Harrington motioned and Trustee Allen seconded to adjourn the meeting at 8:13 p.m.

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

Nays:
Absent: Handy,
MOTION CARRIED

Respectfully submitted,

Lawrence Brown
Secretary