

**North Chicago Public Library**  
**2100 Argonne Dr., North Chicago, IL 60064**  
**Library Board of Trustees Meeting Minutes**  
**September 14, 2021**

*6:30 p.m.*

Board Members will be using remote attendance and the public are invited in the following ways:

Join with Google Meet: To join the video meeting, click this link:

<https://meet.google.com/ddn-uwmm-wuu>

Phone Number

[\(US\)+1 585-491-9498](tel:(US)15854919498)

**PIN: 298 886 712#**

**I. CALL TO ORDER**

President Etta Robinson called meeting to order at 6:36 p.m. Meeting was conducted virtually for all participants.

**II. ROLL CALL**

Trustees Present (#): Houston, Robinson, Rodriguez, Allen, and Villanueva

Absent Trustees (#): Brown, Harrington

Others Present: Jacquelyn Harris, Atty: James Hartman,

Staff Members: Library Director Lou Carlile, Veronica Jarrett

**III. COMMENTS FROM PUBLIC**

Ms. Jacquelyn Harris gave her introduction and she discussed her contribution to the "Open mic" event. She also commented that her next poetry book would be out September 21, 2021 and she would be willing to do an open mic event around it.

**IV. CORRESPONDENCE**

NONE

**V. APPROVAL OF MINUTES**

Motioned by Trustee Rodriguez and seconded by Trustee Allen to approve the minutes of August 10, 2021.

**ROLL CALL:** Ayes: Houston, Robinson, Rodriguez, Allen, Villanueva

Nays: None

Absent: Harrington, Brown

MOTION CARRIED

**VI. APPROVAL OF BILLS PAYABLE**

Trustee Allen motioned and Trustee Houston seconded to approve the bills for payment in the amount of \$13,889.27.

DISCUSSION: Trustee Allen inquired about delay in payment for Rittenhouse bill dated November 2, 2020. It was explained this bill was never received. Therefore, upon discovery Mr. Rittenhouse was contacted to provide the missing invoice. President Robinson commented on some of bills showing Ms. Battley's name or Director Carlile's name on the bill (Pitney Bowes). Director Carlile said, that he and Veronica were working on getting names removed from the invoices. Ms. Allen asked what Cub Nation was? Director Carlile explained that it was a program that our Library was doing on September 23, 2021.

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

MOTION CARRIED

**VII. APPROVAL OF VISA CREDIT CARD PAYMENT**

Trustee Allen motioned and Trustee Rodriguez seconded to approve credit card payments in the amount of \$3,663.68

DISCUSSION: There were credit card bills that were addressed to Joan Battley (Comcast) or Director Louis Carlile (Adobe). Again, this will be handled by Director Carlile and Veronica to make sure any invoices are not addressing Joan Battley or Director Louis Carlile name. President Robinson asked about HR Source. Director Carlile said it was a renewal and wanted to think about it as he waited on renewing it because it was pricey.

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

MOTION CARRIED

**VIII. COMMITTEE REPORT**

President Robinson asked that item "committee appointment" be taken off the agenda for the next board meeting.

**Treasurer:**

Madam President asked to switch the order of the meeting to allow Mr. Wyatt to present early. Trustee Allen motion for order of the meeting to be switched Mr. Houston seconded.

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

DISCUSSION: Treasurer Wyatt presented on the Treasurer's report. Madam President asked about appreciation/depreciation. Mr. Wyatt explained they are not realized until you take money out as the value of the wealth management account goes up and down base on the market. The Library is limited to where it can put its investments in. Volatile things like the stock market are not allowed, but things such as bonds are allowed. The City of North Chicago requires that there be at least 30 – 40% liquidity in total money and this rule applies to the library as well. President Robinson asked to resume normal order of the meeting. Trustee Allen moved and Trustee Houston seconded.

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

**Finance:**

Trustee Villanueva is looking into fees that are being charged to the North Chicago Public Library bank account. Also, Trustee Villanueva is speaking to Treasurer Wyatt regarding a separate savings account.

**Policy:** No Report

**Maintenance:**

We had 5 Management companies submit their proposals for our proposal construction project which will begin by addressing outside work that needs to be done. Columns roofing and other necessary building maintenance work. Meeting will be set up for Maintenance Committee to talk about the RFQ's.

**Personnel:**

Discussed the possibility of exploring an outside cleaning service either short or long term due to maintenance staffing issues. Trustee Houston wanted to know the details about the cleaning service and how they will handle being on premises after hours. Trustee Allen had similar concerns about having a cleaning service after hours. Director Carlile explained that this will be a short-term solution while we were experiencing issues with janitorial staff. He stated that they will be issued a key and an alarm code to get into the building.

**Technology {Website project}**

Director Carlile reported that he had spoken with Weblinx, the company doing out website, and they reported they are a few weeks away from having an interactive demo website ready.

**Marketing:**

Director Carlile reported that the Friends of the North Chicago Public Library are meeting on the first Tuesday of the month at 6 pm. They have decided to wait until next year to do programming based on loss of officers since pandemic and lack of time to plan.

**IT Lan:**

Michael Braum is moving forward with the project by organizing the computer room. Purchasing stacking shelves for the server to be placed and wireless printer. Staff is keeping an eye on the progress of Printeron to evaluate its operation and use with Patrons. NCPL is in the process of purchasing an upgraded coin box through Envisionware. The Library is also looking at self service scanning and faxing through Envisionware.

**SPECIAL COMMITTEE REPORTS: No Report**

**IX. STAFF REPORT**

Trustee Allen commented that Jennifer's report for Technical Services reads more like a diary. President Robinson agreed, but commented that she provides useful information in her report. President Robinson stated that she wished Mr. Heideman's report would give more historical information so they can see how numbers compared from year to year.

**ROLL CALL:** Ayes: Houston, Robinson, Rodriguez, Allen, Villanueva

Nays: None

Absent: Harrington, Brown

**MOTION CARRIED**

**X. OLD BUSINESS:**

- A. The board retreat has been postponed to November. The Mayor is still looking over replacement candidates for the Board. President Robinson felt it would be beneficial for the new board members to be there since going over the board bylaws was on the agenda.
- B. President Robinson asked about the staff Christmas party. Director Carlile responded that he had already spoken to Rosetta to do research on prices.
- C. Director Carlile mentioned PrairieCat membership with the board. Stating that since we are looking to change our primary library software (ILS) because our current software will not be able to handle the server upgrades in our technology plan. We should look to move forward with PrairieCat consortium membership. President Robinson suggested that PrairieCat membership be taken to

committee for a decision.

**XI. NEW BUSINESS**

- A. Director Carlile stated that we had received an email from the State of Illinois that we were eligible to receive a grant of \$171,204.75 for the Illinois Public Library Construction Act Grant. We have 5 construction management companies bidding to manage the multiphase construction project we were planning. President Robinson said to plan a Maintenance Committee meeting to discuss the project.

**XII. ITEMS FOR NEXT MEETING AGENDA**

None

**XIII. ADJOURNMENT**

Trustee Allen motioned, and Trustee Villanueva seconded to adjourn the meeting at 7:49 p.m.

**ROLL CALL:** Ayes: Houston, Robinson, Rodriguez, Allen, Villanueva

Nays: None

Absent: Harrington, Brown

Respectfully submitted,

Veronica Jarrett