

**North Chicago Public Library**  
**2100 Argonne Dr., North Chicago, IL 60064**  
**Library Board of Trustees Meeting Minutes (Virtual)**  
**April 12, 2022**  
**6:30 p.m.**  
**meet.google.com/ddn-uwmm-wuu**  
**(US)1+585-485-9498**  
**298-886-712#**

**I. CALL TO ORDER**

Madam President Etta Robinson called the meeting to order at 6:30 p.m.

**ROLL CALL**

Trustees Present (#): Jeanette Allen, Carmecia Hawthorn, Edward Houston, Etta Robinson, Giovanni Verdin, Peter Villanueva.

Absent Trustee (#): Lawrence Brown, Caroline Harrington, Sebastian Rodriguez

Others Present: Atty: James Magee

Staff Members: Library Director Louis Carlile, Jennifer Finnerty, and Veronica Jarrett

**II. COMMITTEE ASSIGNMENTS**

Marketing	Technology	Personnel	Policy
Trustee Harrington - Chair	Trustee Rodriguez Chair	Trustee Allen – Chair	Trustee Houston - Chair
Trustee Houston – Co chair	Trustee Verdin	Trustee Harrington	Trustee Harrington
Trustee Hawthorn			Trustee Rodriguez

Finance	Maintenance	Bookmobile
Trustee Villanueva - Chair	Trustee Houston – Co-chair	Trustee Houston
Trustee Allen	Trustee Allen	Trustee Hawthorn

**III. COMMENTS FROM PUBLIC**

NONE

**IV. CORRESPONDENCE**

Trustee Robinson requested page numbers and color-coded tabs for the next board packet.

Veronica Jarrett informed the board there was an award given to Rosetta Blakely for 2021 employee of the year. Also, a grant donation was provided to the children department from the Lake County Farm Bureau for \$250.00.

**V. APPROVAL OF MINUTES**

Madam President Robinson called for the approval of the minutes.

Trustee Allen motioned to approve the minutes for 03/08/2022. Trustee Houston seconded the motion.

Discussion: Trustee Robinson stated a correction was needed under the correspondence section for the first sentence. It states “Director Carlile asked” should say “Director Carlile asks”. Trustee Allen saw an amendment needed to the committee assignments which should be Trustee Allen added to the finance team.

**ROLL CALL:**

Ayes: Trustees Allen, Hawthorn, Houston, Robinson, Verdin, and Villanueva

Nays: None  
Absent: Trustee Brown, Harrington and Rodriguez

MOTION CARRIED

**VI. APPROVAL OF BILLS PAYABLE**

Trustee Allen motioned to approve the bills for payment in the amount of \$31,013.34.  
Trustee Houston seconded it.

DISCUSSION: None

**ROLL CALL:**

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

MOTION CARRIED

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

Trustee Houston motioned to pay credit card bills for \$8,966.50. Trustee Allen seconded it.

DISCUSSION: None

**ROLL CALL:**

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

MOTION CARRIED

**VIII. REPORTS**

Trustee Allen motioned to approve the Committee, Special Committee, and Staff reports. Trustee Houston seconded it.

DISCUSSION: Change in Committee Report. "Vance Wyatt" to Treasurer Wyatt.

**ROLL CALL:**

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

MOTION CARRIED

**IX. COMMITTEE REPORTS**

**Treasurer:**

The Monthly Treasurer's Report for the period ending March 31th, 2022 was presented. To summarize, Revenues totaled (\$3,530.34) and expenses totaled \$71,147.71. The cash and investment balance for all funds was \$ 1,513,672.87.

**Finance:**

**Discussion:** Trustee Villanueva recommendation is to choose Consumer Cooperate for investments and keep First Midwest for checking. Treasurer Wyatt can move the funds from one bank to another for the library. The library wants a different bank, where possibly the money make interest on it. Trustee Robinson wants the library to get on the City Council agenda to speak regarding this matter. Trustee Robinson would like to move the funds by May. President Robinson. asked Trustee Villanueva to set up a finance meeting, with the Lawyer Hartman, and

Director Carlile to see what financial institution will be a good choice to move the funds.  
Director Carlile asked would we want to choose a person on board to represent as a proxy?  
Treasurer Wyatt would need that person's permission to move funds outside of paying the bills.

**Policy:** Trustee Houston said the team has not met yet. Trustee Robinson said to make sure Director Carlile is a part of the meeting when it is scheduled.

**Maintenance:** Director Carlile said the roofing patching is done and good until they do the major roof repair with the construction project.

**Personnel:** Trustee Allen said, John Heideman, Children's Librarian will be retiring on April 29, 2022.

**Technology {Website Project}:**

Director Carlile was asked to add an avatar or a "chat with the librarian" feature or form to the website by the May board meeting. Trustee Villanueva presented an idea of contacting a librarian through texting. Some options would be through google voice, instant messaging, yahoo chat or use a cell phone to communicate between the public and the librarian. Board members are requesting a demo of a chat box or a form. Trustee Verdin is to set up an IT meeting with Director Carlile.

Trustee Allen asked about the email confirmation for the library's newsletter needs improvement. Do we have a confirmation to let you know the newsletter is being received or can find it in your spam folder? Many don't know if they have subscribed.

**Marketing:**

The May calendar with programs and events can be shared with the board members, schools, churches, and by word of mouth. Special committee reports that the bookmobile route isn't good enough. Trustee Robinson brought up the use of incentives giveaways. Trustee Robinson mentions that Cheyenne is very good at promoting the library kid programs with the flyers. Jennifer Finnerty stated the library has Clifford the Dog and Elmo costumes, Cheyenne Baker wore them in the past. President Robinson requested can the library get a female costume? Both Clifford and Elmo are male characters. Some places have themes and kids like to dress up as a princess or other themed superhero etc.

**Bookmobile:** Trustee Houston requested adding an afterschool bookmobile stop or event, with ideas including a horn, music, character costumes, and other fun activities. " People will be alerted by the bookmobile library music. Parents will support sending the kids out if they know it's the library.

**IT Lan:** Larry Rittenhouse is retiring. Michael Braum at NCPL, and ImageTech an outsourced team with remote access to library's machines will handle IT. Imagetech software, maxed out the drives on our legacy servers because they are older.

PrairieCat will help with data migration of our ILS software from our current TLC catalog. PrairieCat will train the staff after implementation and probably October or December the library will have the new and improved Catalog.

**Personnel:** April 25, 2022 will be hosting a retirement party for Mr. John Heideman. Ms. Battley will be transferring from her current position of PR / Grant Writer to **Head of the Children's department**. Director Carlile must prepare a direct form for each staff member to receive the 2% raise. Staff has received the past training Microsoft Word. Library board members should attend at least one training or workshop per year. President Robinson wants to see local, state, level national level involvement of the library board. Trustees can join committees, raise money, and advocate for the library.

**Special Committee Reports:** No Report

X. STAFF REPORT

**XI. OLD BUSINESS:**

Trustee Allen: motioned to adjust version or marketing to the increase of 3K for the fiscal year 22-23 of the NCPL budget: 1,409,640.66. Trustee Verdin seconded it.

The ALA conference is in Washington DC.

**XII. NEW BUSINESS**

Trustee Allen was recognized as “Trustee of the Year” and received a plaque as a token of appreciation.

**Discussion:** Correction to New Business in the minutes from the board meeting that was held on (03-08-2022). Third sentence “Trustee Harrington asked about the marketing line item and wanted to know why it was taking off the budget?” Replace the word “taking with taken”.

**XIII. ITEMS FOR NEXT MEETING AGENDA**

None

**XIV. ADJOURNMENT**

Trustee Allen motioned, and Trustee Houston seconded to adjourn the meeting at 8:07 p.m.

**ROLL CALL:**

Ayes: Trustees Allen, Hawthorn, Houston, Robinson, Verdin, and Villanueva

Nays: None

Absent: Trustee Brown, Harrington and Rodriguez

Respectfully  
submitted,

Veronica Jarrett  
North Chicago Public library