

**North Chicago Public Library**  
**2100 Argonne Dr., North Chicago, IL 60064**  
**Library Board of Trustees Meeting Minutes (Virtual)**  
**March 8, 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 6:31 p.m.

**ROLL CALL**

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

Absent Trustee (#): Lawrence Brown

Others Present: Atty: James Hartman

Staff Members: Library Director Louis Carlile, Veronica Jarrett, and Edward Garcia

**II. COMMITTEE ASSIGNMENTS**

<b>Marketing</b>	<b>Technology</b>	<b>Personnel</b>	<b>Policy</b>
Trustee Harrington – Chair	Trustee Rodriguez - Chair	Trustee Allen - Chair	Trustee Houston - Chair
Trustee Houston – Co- chair	Trustee Verdin		Trustee Harrington
<b>Finance</b>	<b>Maintenance</b>		
Trustee Villanueva - Chair	Trustee Houston – Co-chair Trustee Allen		

**III. COMMENTS FROM PUBLIC**

NONE

**IV. CORRESPONDENCE**

Director Carlile asked Edward Garcia NCPL’s newest employee to introduce himself to the Board of Trustees. Madam President asks Edward to tell them about himself. Edward said he started with NCPL as an intern through the Youth build student program and now he is a part time security monitor. Trustee Robinson introduced herself as the Board President and asked the other board members acquaint themselves with Edward.

**V. APPROVAL OF MINUTES**

Madam President Robinson called for the approval of the minutes.

Trustee Harrington motioned to approve the minutes for 02/08/2022. Trustee Allen seconded the motion.

ROLL CALL:

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

MOTION CARRIED

VI. EXECUTIVE SESSION

Closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the “appointment, employment, compensation, discipline, performance, or the dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.  
Reopen session at

Trustee Harrington motioned to close session at 6:43 p.m. Trustee Allen seconded the motion.

ROLL CALL:

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

MOTION CARRIED

Session reopen at 7:19 p.m.

DISCUSSION: Trustee Allen made a recommendation to give NCPL employees staff increases 2% for the annual year 2020 and merit-based increase for 2021 – 2022. Trustee Houston motion to approve the recommendation.

Trustee Allen made a motion to approve the recommendation. Trustee Harrington seconded it.

ROLL CALL:

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

MOTION CARRIED

Trustee Harrington motion to approve the recommendation for the Library Director salary increase for 2022 – 2023. Trustee Houston seconded it.

ROLL CALL:

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

MOTION CARRIED

**VII. APPROVAL OF BILLS PAYABLE**

Trustee Harrington motion to approve the bills for payment in the amount of \$10,155.23.  
Trustee Allen seconded it.

DISCUSSION: None

**ROLL CALL:**

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

**MOTION CARRIED**

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

Trustee Harrington motioned to pay credit card bills for \$10,040.29. Trustee Allen seconded it.

DISCUSSION: None

**ROLL CALL:**

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

**MOTION CARRIED**

**IX. REPORTS**

Trustee Harrington motioned for approval of the following reports. Committee, Special Committee, and Staff. Trustee Houston seconded it.

**ROLL CALL:**

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

**MOTION CARRIED**

**X. COMMITTEE REPORTS**

**Treasurer:**

The Monthly Treasurer's Report is attached for the period ending February 28th, 2022. To summarize, Revenues totaled \$ (837.28) and expenses totaled \$44,674.11. The cash and investment balance for all funds was \$ 1,588,350.92.

**Finance:** Report will be added in next month Board packet

Discussion: Trustee Villanueva spoke on the treasury finance figure report. For now, he was doing research and comparing four banks for NCPL financial investment. Also, while looking into our financial information he was trying to understand where some of the fees were coming from. Trustee Villanueva believed that the NCPL bank account was risk free, with no fees or penalties. Trustee Villanueva said Vance Wyatt indicated that once we moved the money out of the current bank we will have penalties. Trustee Robinson said from her understanding there were no fees with the Credit Union. Trustee Villanueva mentioned with the financial reports he

did not understand how it is we are putting more money in the bank but getting back less with the interest rates. He is also trying to understand the fees that were accrued. One of their selections was looking into HighTower Advisors investment but they are a private sector. If the board decides to move the funds to a bank outside of the City the next step would be for the trustees to present this to the City Council. That institution would then have to present it to the City. Director Carlile explained, that treasurer Wyatt told him that the board had options but did not make a choice so he left the money where it was. Trustee Robinson said they were never informed about those previous options. Trustee Villanueva wanted to know should they have been notified that the \$250,000.00 out of \$650,000.00 was collateralized through First Midwest Bank? Director Carlile said according to treasurer Wyatt we are currently separated with our funds from the City. Director Carlile stated that a board member could get authorization to be a representative for the NCPL bank account. President Robinson asks Attorney Hartman and Trustee Villanueva to set up a Finance Committee meeting date to finalize this matter. Trustee Harrington wanted to know how hard it would be to become a District Library?

**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 roofing with the construction project.

**Personnel:** Trustee Allen said, John Heideman head of the children's department will be retiring at the end April.

**Technology {Website Project}:**

Discussion: Director Carlile answered same questions the Board asked at a previous board meeting regarding the website. Director Carlile reported that you can see who is making changes to the NCPL website. Director Carlile and Jay are the administrators for the website. Also, you can see the hours on the mobile version on the footer of the website page which answers Trustee Verdin question. Director Carlile is looking into the avatar, and he found out Michael our IT person has coding experience and can assist with this matter

**Marketing:**

Trustee Harrington said they will resume their activities with this new quarter. Trustee Robinson asked Director Carlile to speak with Friends of Library regarding all the up and coming NCPL activities.

**Bookmobile:** No report

**IT Lan:** Director Carlile said Mr. Rittenhouse is not going to bid again. Director Carlile indicated he is working with an alternative IT company and Mr. Rittenhouse will help with the transition.

**Special Committee Reports:** No Report

**XI. STAFF REPORT**

Discussion: President Robinson said she had a question regarding the grant report. Why certain grants we have not received states different on the report? President Robinson asked about the status of the Illinois Arts Council agency grant. Director Carlile answered, the grant application for Illinois Arts Council Agency is being processed. Director Carlile said he is going to get clarity about the status updates with the grant report provided.

**ROLL CALL:**

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

**MOTION CARRIED**

**XII. OLD BUSINESS:**

Trustee Rodriguez motioned to join PrairieCat. Trustee Verdin seconded it.

**ROLL CALL:**

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

**MOTION CARRIED**

The Board Retreat is scheduled for April 9<sup>th</sup>, 2022. Director Carlile will provide the trustees with some options for the location of the Board Retreat.

Trustee of the year will be presented at the retreat.

Trustee Robinson informed the trustees if they would like to register for the up and coming conferences please contact Director Carlile. The ALA conference in Portland March 22, 2022 and the PLA conference is in June 2022. Trustee Allen brought up the statement of economic interest. Trustee Robinson informed the trustee members this statement of economic interest must be completed by May 1<sup>st</sup> otherwise there will be a fine. If there are any problems and need assistance please contact Trustee Robinson.

**XIII. NEW BUSINESS**

Discussion: Director Carlile spoke about the license plate sticker renewal service coming to NCPL. This service could bring revenue to the Library.

Director Carlile spoke on the budget expenditures which he has completed. He talked about some of the amended line items. Trustee Harrington asked about the marketing line item and wanted to know why it was taking off the budget? Trustee Robinson said it can be put back on budget and if any other trustees have changes please send them to Director Carlile.

**XIV. ITEMS FOR NEXT MEETING AGENDA**

None

**XV. ADJOURNMENT**

Trustee Harrington motioned, and Trustee Houston seconded to adjourn the meeting at 9:01 p.m.

**ROLL CALL:**

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

Respectfully  
submitted,

Veronica Jarrett  
North Chicago Public library