

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

Tuesday, August 9, 2022, 6:30 p.m.

Board Members and the public are invited to join with Google Meet:

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

Phone Number, (US)+1 585-491-9498,

PIN: 298 886 712#

I. CALL TO ORDER

Madame Board President, Etta Robinson, called the regular meeting of the Library Board of Trustees to order at 6:30 p.m. The meeting was held in the Board Room on August 9th, 2022.

II. ROLL CALL

Trustees Present (7): Jeanette Allen, Ebony Cox, Caroline Harrington, Carmecia Hawthorn, Edward Houston, Etta Robinson, Giovanni Verdin.

Absent Trustees (2): Sebastian Rodriguez, Peter Villanueva.

Others Present (6): Derek Williamson, Monica Williamson, Attorney James Hartman, Library Director Lou Carlile, Veronica Jarrett, Jennifer Finnerty.

III. COMMENTS FROM PUBLIC

Mr. & Mrs. Williamson joined the Library Board Meeting to share Mr. Derek Williamson's background and interest in the Library Sound Studio. Derek Williamson is a principal in another school district and worked previously with Neal Academy students. He wanted to present the idea of connecting the Schools with the Library and the Sound Studio. Topics include: poetry, books, story writing, read-aloud, motivation and incentive, social media, musicians, voice-over, cartoons, editing, production, language skills, and church interest. Derek grew up in a musical family with bands, music, church, and his siblings chose careers in media. Derek was the Technology person for the local High School serving D187 with IT, servers, and district passwords. Derek's plan is to present to the Library Board that he is available to help create a library program for D187 students if the D187 English teachers are willing to collaborate school projects with him. He could help students in the Library Sound Studio during evening hours and weekends.

Action Item: Madame Board President requests that the Library talk to the Children's Librarian Joan Battley and Superintendent, North Chicago D187, Dr. John Price regarding connecting English teacher projects to the Library sound studio.

Discussion: Trustees Harrington, Houston, and Allen recalled the previous similar library program called: "Spoken Word," and requests that the Library contact the Boys and Girls Club, Chocolate Chip, and LEARN Charter School Network. Further discussion included an update on Pastor Jay English who proposed a Sound Studio program and acceptable rates for contracting interested individuals for library programs in the Sound Studio.

IV. CORRESPONDENCE

- A. The Library Director Carlile presented a Thank You letter to Trustee Allen and Abbvie for the fantastic carpet, window, and flooring cleaning work that was completed by her team on June 30, 2022.
- B. Director Carlile presented to the Board the re-establishing physical newspaper subscriptions at the Library. Three patrons requested to read newspapers in the library. Discussion included how Covid had caused the library to cease newspapers in the collection, coupons, and digital newspaper options instead of delivered papers.
- C. Director Carlile discussed going Fine Free. Fines would only accrue for lost items using a replacement fee that occurs after 45 days of being “late.” Late fees would no longer be collected.

Action item: President Robinson requests Circulation rules be presented to the Library Board in September for voting and policy approval to make the library “Fine Free.”

V. APPROVAL OF MINUTES

DISCUSSION: Approve the July 2022 minutes pending any corrections.

Motioned by: Trustee Harrington.

Seconded by: Trustee Allen.

ROLL CALL: Ayes: Allen, Cox, Harrington, Hawthorn, Houston, Robinson, Verdin.

Nays: None

Absent: Rodriguez, Villanueva.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: Trustee Allen request for reimbursement update which is done by the city. **Action Item:** Director Carlile is to look into the reimbursement for Trustee Allen’s membership. Director Carlile noted the \$5000.00 PrairieCat fee is a one-time fee to join the consortium which is a shared library catalog.

Motioned by: Trustee Harrington to approve the bills in the amount of \$22,212.75.

Seconded by: Trustee Allen.

ROLL CALL: Ayes: Allen, Cox, Harrington, Hawthorn, Houston, Robinson, Verdin.

Nays: None

Absent: Rodriguez, Villanueva.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: The Verizon bill was split into two bills to differentiate costs for e-rate financing. One bill is for hot spots and one is for phones. Splitting the bill caused a large bill to accrue due to \$200 for the new text-a-librarian phone, \$200 fees to buy it outright (without a binding contract to a provider), \$286 for possibly 30 day-pre-pay fees. Director Carlile added that to keep the e-rate NCPL needs to switch to AT&T since AT&T won the e-rate contract.

Action Item: President Robinson suggest switching carriers from Verizon to AT&T. The devices are not under a contract with Verizon and services can be easily moved.

Motioned by: Trustee Harrington to approve the credit card bills totaling \$10,559.16.

Seconded by: Trustee Allen.

ROLL CALL: Ayes: Allen, Cox, Harrington, Hawthorn, Houston, Robinson, Verdin.

Nays: None

Absent: Rodriguez, Villanueva.

MOTION CARRIED

VIII. COMMITTEE REPORT

DISCUSSION: Details are included under each subsection.

Motioned by: Trustee Harrington to approve all committee reports.

Seconded by: Trustee Allen.

ROLL CALL: Ayes: Allen, Cox, Harrington, Hawthorn, Houston, Robinson, Verdin.

Nays: None

Absent: Rodriguez, Villanueva.

MOTION CARRIED

Finance:

- A. Treasurer Vance Wyatt's report is on page 134 of the August Board Packet. The city didn't move the Library's money to a new bank. Rather, please note that the Bank has changed names from First Midwest to Old National. Please notice on page 135 that the interest has already increased by \$5.49 and the PMA is \$2087.44.
- B. A communication process has been established between Treasurer Wyatt and the Director Carlile along with Trustee Villanueva.

IT Lan:

On June 30, 2022 the City's contract with Larry Rittenhouse ended. Rob Rittenhouse happens to be the son of Larry Rittenhouse and works at Imagetec. He is assigned to NCPL and has prior familiarity with the library. Rob will take on the ongoing IT projects, including: moving old data to the new server, upgrades to the new server, plus smaller projects such as envisionware trouble-shooting and IP address changes.

Policy:

The library needs to complete new policies and provide updates to existing policies. This can be addressed at the Library Board Retreat.

Maintenance: none.

Personnel:

See the August Board packet, page 147, for details of the July, 2022 Personnel Committee meeting with Madame President Robinson, Trustee Allen, and Director

Carlile. All positions are currently filled at the library. Mary Shore is still filling in for a long-term absence.

Action Item: Trustee Harrington requests a copy of the organizational chart be put in the monthly board packet.

Technology {Website project}:

Chat with a librarian and text-with-a-librarian features are up and running.

Marketing:

Trustee Harrington will inquire with Trustee Villanueva regarding the Sound Studio. Pastor Jay English negotiated a \$75/hour fee to evaluate the studio, recommend upgrades, and train the staff in how to use the Sound Studio. Trustee Allen suggests a cap of \$1500 for Pastor English's project. Lou located old copies of Sound Studio manuals with illustrations which can be used for group training. President Robinson requests Pastor English to provide new documentation such as written manuals of all procedures of how to use the equipment. Director Carlile will meet with Pastor English to see if the library will enter into a contract for his services. The library can consider other potential providers for this service, such as Mr. Williamson. The Sound Studio needs to be up and running in a timely manner.

Bookmobile:

Trustee Allen recommends the library have a day set up with District 187 for the bookmobile to visit the schools during the school year. In the past the library did this during library card sign-up days.

Action Item: President Robinson requests that D187 be contacted for the Sound Studio and include the invitation for the Bookmobile school visit during the same meeting.

IX. STAFF REPORTS: Director Report, Reference Department, Children's Department, Technical Services, IT Department, Circulation Department.

DISCUSSION: Director Carlile briefed the Board regarding the renovation project including building permits and upgrades for the remodel. The upgrades will allow for better turning radius in the bathrooms. Due to undue hardship the library can not rebuild the entire bathroom. Director Carlile assigned Niche academy's active shooter training to staff and invites the Board to watch the videos. President Robinson suggest to get the police and firefighters to install a safety plan and do a drill regarding this at the library. Motioned by: Trustee Harrington to approve the Staff Reports.

Seconded by: Trustee Allen.

ROLL CALL: Ayes: Allen, Cox, Harrington, Hawthorn, Houston, Robinson, Verdin.

Nays: None

Absent: Rodriguez, Villanueva.

MOTION CARRIED

X. OLD BUSINESS:

The Board Retreat will be the 2nd or 3rd Saturday in October 2022. Topics to discuss will be policies.

Action Item: Some places to look into are: Local hotels that serve food such as the Marriott, new hotels at Fountain Square, and, also, IL Beach State Resort.

XI. NEW BUSINESS :

The employee picnic is August 20, 2022 from 3-5PM. The library supplies the food and staff can bring a dish and a guest.

XII. ITEMS FOR NEXT MEETING AGENDA

Please notify Director Carlile of new items before the next meeting.

XV. ADJOURNMENT

DISCUSSION: The next meeting is Tuesday September 13, 2022.

Motioned by: President Robinson to adjourn the meeting at 8:02 PM.

Seconded by: Trustee Allen.

ROLL CALL: Ayes: Allen, Cox, Harrington, Hawthorn, Houston, Robinson, Verdin.

Nays: None

Absent: Rodriguez, Villanueva.

MOTION CARRIED

Minutes submitted by: Jennifer Finnerty

Minutes approved for submission to the board by: Trustee Hawthorn