

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

Tuesday, July 12, 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 Library Board President, Etta Robinson, called a regular meeting of the Library Board of Trustees to order at 6:31 p.m. The meeting was held in the Board Room.

**II. COMMITTEE ASSIGNMENT**

Marketing: Trustee Harrington, Trustee Houston, Trustee Hawthorn

Technology: Trustee Rodriguez, Trustee Verdin

Personnel: Trustee Allen, Trustee Harrington

Policy: Trustee Houston, Trustee Rodriguez, Trustee Harrington

Finance: Trustee Villanueva, Trustee Allen

Maintenance: Trustee Allen, Trustee Houston.

Bookmobile: Trustee Houston, Trustee Hawthorn

**III. ROLL CALL**

Trustees Present (5): Carmecia Hawthorn, Edward Houston, Etta Robinson, Giovanni Verdin, Peter Villanueva

Absent Trustees (3): Jeanette Allen, Caroline Harrington, Sebastian Rodriguez

Others Present: (5) Attorney James Hartman (online), Library Director Louis Carlile, Veronica Jarrett, Jen Finnerty, Delores Clark from the Friends of the Library, Ebony Cox.

**IV. COMMENTS FROM PUBLIC**

None.

**V. CORRESPONDENCE**

A. The library received a check from Rails for \$14,322.46 for the conversion from TLC to PrarieCat.

B. Rails awarded NCPL the Illinois Public Library Per Capita grant in the amount of \$45,369.53. This grant comes from the office of Jesse White, Secretary of State.

C. A Thank You note was received from Mr. & Mrs. Robinson to thank the library for the wonderful card during the family's time of grief.

D. A flyer is presented by Trustee Robinson for a Library Financial literacy class. The public can attend five classes for free, called: "How Money Works." Anyone can attend one or all of these free classes. The classes are held at NCPL on July 23rd, Aug 13th, 27th, and Sept 10th, and 24<sup>th</sup>, from 11am-12pm.

E. A flyer is presented to the board for the 'Job Center of Lake County.' The Job Center on the move has a worker coming to NCPL to work one-on-one with patrons for all types of job help. It is recommended for patrons to make an appointment to attend a

session at the library by calling the library. Appointment are available on: July 18th, August 1st, 15th, 29th, and September 19th, between 11am-1pm.

**VI. NEW BOARD MEMBER: EBONY COX**

New Board member Ebony Cox read the Oath of Office with President Robinson and was welcomed by all. The Board of Trustees went around the table to introduce themselves to Trustee Cox. Trustee Ebony Cox has a 16 and an 8-year-old. She has a master's degree in Mental health and wellness. Her son is in football, track, and other sports. Her daughter is Miss North Chicago. She stands to contribute to the missions and goals of the North Chicago Public Library.

**VII. APPROVAL OF MINUTES** The minutes of the May 10<sup>th</sup> and June 14<sup>th</sup>, 2022 meeting were distributed to board members prior to the meeting.

DISCUSSION: None

Motioned by: Trustee Hawthorn to approve the minutes.

Seconded by: Trustee Houston.

ROLL CALL: Ayes: Hawthorn, Houston, Robinson, Verdin, Villanueva

Nays: None

Absent: Allen, Harrington, Rodriguez

Abstain: Cox

MOTION CARRIED

**VIII. APPROVAL OF BILLS PAYABLE**

DISCUSSION: Outstanding bills of \$884 to The Rittenhouse Group Inc. The library received an old bill. A 2021 bill was received in 2022. Question: Does the Library have to pay this old bill? The vendor contract agreement has to stand even though the e-rate reimbursement that was set up for that time can no longer compensate the library for this old bill from 2021. This bill is no longer covered by the e-rate bill grant. Attorney Hartman: The library is obligated to pay.

Motioned by: Trustee Hawthorne to approve the bills totaling \$15,372.41.

Seconded by: Trustee Villanueva.

ROLL CALL: Ayes: Hawthorn, Houston, Robinson, Verdin, Villanueva

Nays: None

Absent: Allen, Harrington, Rodriguez

Abstain: Cox

MOTION CARRIED

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

DISCUSSION: Trustee Robinson asked for information about the water cooler rental fee. Question: why is the line for the cooler highlighted in the packet? Answer: the line was highlighted by mistake.

Motioned by: Trustee Villanueva to approve the credit card payment totaling \$5,131.63.

Seconded by: Trustee Houston

ROLL CALL: Ayes: Hawthorn, Houston, Robinson, Verdin, Villanueva  
Nays: None  
Absent: Allen, Harrington, Rodriguez  
Abstain: Cox

MOTION CARRIED

## **X. COMMITTEE REPORT**

### Finance:

Trustee Villanueva reported on the Finance committee meetings that have been taking place over the month with the City and the Library. The funds that the library wanted to make “liquid” for the construction project are tied up in a 12-month fund. The library separated its money from the city. The loss of 1% is possible if the library moves the funds at this time, totaling around 12K. Trustee Villanueva recommends that Vance Wyatt, City Treasurer continue to manage the library’s funds even though the funds are now separate from the city’s funds. The library needs to set up a line of communication so that the board can be informed from Treasurer Wyatt. Board President Robinson requests a meeting for Trustee Villanueava, Treasurer Wyatt and other city departments such as the Comptroller, Chief of Staff, and the mayor. The meeting would set a process for communication between the library board and Treasurer Wyatt regarding the library’s finances. The library is also interested in adding an institution to the approved list of financial institutions and will inquire at that time.

### IT Lan

Director Carlile explained to the Board that \$1500 per month is being used for additional projects in IT. The library is moving the catalog from TLC to PrairieCat. ImageTec will help NCPL achieve this.

Policy: Trustee Houston will arrange for a meeting to work on library policies.

Maintenance: Director Carlile is planning for construction. Stratus is the cleaning service that being utilized at this time. Trustees did a walk-through and made note of a few small repairs that are needed. Trustee Verdin suggested using a handyman on an hourly basis with a list of items to complete. A price-out for all small projects from one handyman to work hourly will be more reasonable for the repairs that the Board would like to see fixed.

Personnel: NCPL has two new employees: Leah and Nathan. Leah is an AM clerk from 9-1. Nathan is a PM clerk working from 4-8. One library staff member is still out sick. The library has Mary, a temporary worker from Banner to fill this position in the meantime. The library still has less staff than it did previously.

Technology Lou installed a ‘chat with a librarian’ feature that is being answered by the adult librarian, Jay. The text with a librarian service will also be handled by Jay and needs to be advertised. Try it: text 224-651-4082.

Marketing: Family Fun day was held on the same day as Juneteenth, which caused some competition for the library's event. Next year the event might be held apart from any other events in the area. Trustee Robinson said that a community-wide calendar of events in North Chicago and other areas might help to make plans to avoid competition with events. Trustee Verdin noted that the Family Fun Day sign was really well done and placement near the road was good.

**XI. SPECIAL COMMITTEE REPORTS:**

**A. Friends of the Library**

Delores Clark from the North Chicago Friends of the Library group entered the meeting during the Special Committee Reports section to report on the Friends of the Library Fund Raiser.

The Friends group will be selling Double Good Popcorn July 26-30, 2022. This four day sale is completely online whereby popcorn is made and shipped from the manufacturer to the purchaser's home. Half the earnings go to the Friends group. The friends group has a goal to earn 4-5K to support the library's summer reading program. They want to buy bicycles, iPads, etc. If you want to contribute by gifting money or buying popcorn, please go to the popcorn e-store that will be emailed out to you, place your order, and get the popcorn shipped to your house.

The Friends group will have a Library Fair on September 24, 2022 with a table fee of \$30. Vendors supply their own table covers and the Fair is outside on the library's lawn. Delores will ask Librarian Jay to make a flyer for the Friends and to advertise the event.

**B. Bookmobile**

No report.

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

DISCUSSION: Approve the reports.

Motioned by: Trustee Houston to approve all of the committee reports and reports in General.

Seconded by: Trustee Hawthorn.

ROLL CALL: Ayes: Hawthorn, Houston, Robinson, Verdin, Villanueva

Nays: None

Absent: Allen, Harrington, Rodriguez

Abstain: Cox

MOTION CARRIED

**XIII. OLD BUSINESS:** None

**XIV. NEW BUSINESS**

A. Policy per diem travel

The library is waiting to receive a copy of the travel reimbursement policy from the City of North Chicago. Travel expenses need to be categorized and have corresponding receipts per diem. Per diem is an allowance paid to trustees for lodging, meals, and incidental expenses incurred when travelling. This allowance is in lieu of paying their actual travel expenses. The city can request individuals to return the unused amount.

B. Fall Retreat

The fall retreat will be before Thanksgiving. Please check your calendars and find open dates for a 5-6-hour Library Board Retreat.

Action item: President Robinson requests Director Carlile to find vendors with open Saturday dates for the Board members to check against their personal calendars. A restaurant setting provides more privacy for the board retreat.

C. Board Picnic: For library employees.

The picnic will be in August and employees can bring their family members. The date selected is Saturday, August 20th, from 3-5pm. The library can be closed during that time. Action item: President Robinson asks Director Carlile to give a staff poll to see if the date is good. She prefers all staff to attend.

**XV. ITEMS FOR NEXT MEETING AGENDA**

Next Meeting preparations

Action item: President Robinson asks for Trustees who attended ALA in Washington, D.C.: please prepare your reports on what you learned at ALA during the library conference.

**XVI. ADJOURNMENT**

DISCUSSION: The next regular board meeting will be Tuesday August 9, 2022.

Motioned by: Trustee Hawthorn to adjourn the meeting.

Seconded by: Trustee Houston.

ROLL CALL: Ayes: Hawthorn, Houston, Robinson, Verdin, Villanueva

Nays: None

Absent: Allen, Harrington, Rodriguez

Abstain: Cox

MOTION CARRIED

Minutes submitted by: Jennifer Finnerty

Approval for submission to the board: Trustee Hawthorn, Board Secretary