

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

Tuesday September 13, 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 pm. The meeting was held in the Board room on September 13, 2022.

II. ROLL CALL

Trustees Present (5): Jeanette Allen, Carmecia Hawthorn, Edward Houston, Etta Robinson, Peter Villanueva.

Absent Trustees (4): Ebony Cox, Caroline Harrington, Sebastian Rodriguez, Giovanni Verdin.

Others Present (4): Attorney James Hartman (virtual), Library Director Lou Carlile, Veronica Jarrett, Jennifer Finnerty.

DISCUSSION: Madame Board President Robinson shared that Trustee Cox called in regarding her absence today. Trustee Harrington has informed President Robinson that she will be resigning from the library board, effective immediately. Trustee Caroline Harrington's resignation is pending because it is not official until the resignation is in writing.

III. COMMENTS FROM THE PUBLIC

None.

IV. CORRESPONDENCE

None.

V. APPROVAL OF MINUTES

DISCUSSION: Trustee Allen requests that any future minutes show virtual versus physical attendance. Attorney Hartman clarified that the pandemic demanded for electronic attendance but now that the disaster declaration is over the Board doesn't have to state that the meeting is also held virtually, however, the extra details are at the Board's discretion.

a. MOTION: Trustee Allen: For the Library minutes going forward to show meeting attendance as virtual or physical in the Roll Call.

Seconded by: Trustee Hawthorne.

ROLL CALL: Ayes: Allen, Hawthorn, Houston, Robinson, Villanueva.

Nays: None

Absent: Cox, Harrington, Rodriguez, Verdin.

MOTION CARRIED

- b. MOTION by: Trustee Allen to approve the August 9, 2022 minutes.

Seconded by: Trustee Hawthorne.

ROLL CALL: Ayes: Allen, Hawthorn, Houston, Robinson, Villanueva.

Nays: None

Absent: Cox, Harrington, Rodriguez, Verdin.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: See page 16 and page 47.

- a. Stratus lost a check and the Library put a stop-payment on the check but Stratus found the check two days later. **Action Item**: President Robinson asks if Director Carlile can find out if Stratus will pay for the stop-payment instead of the Library. Trustee Allen noted that the Rittenhouse check for \$884.00 should not fall under the Library's contract since the e-rate contract ended in June. **Action Item**: President Robinson request for Director Carlile to find the contract regarding the e-rate payment with the Rittenhouse Group.

MOTION: Trustee Allen motioned to approve the bills for the month of August 2022 in the amount of \$15,558.14.

Seconded by: Trustee Villanueva.

ROLL CALL: Ayes: Allen, Hawthorn, Houston, Robinson, Villanueva.

Nays: None

Absent: Cox, Harrington, Rodriguez, Verdin.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: None.

MOTION: Trustee Allen motioned to approve the payment of the credit card for the month of August 2022 in the amount of \$1,754.35. (p. 56)

Seconded by: Trustee Villanueva.

ROLL CALL: Ayes: Allen, Hawthorn, Houston, Robinson, Villanueva.

Nays: None

Absent: Cox, Harrington, Rodriguez, Verdin.

MOTION CARRIED

VIII. COMMITTEE REPORTS

DISCUSSION: Details are included under each subsection.

MOTION: Trustee Allen motioned to approve the Committee Reports for Aug. 2022.

Seconded by: Trustee Villanueva.

ROLL CALL: Ayes: Allen, Hawthorn, Houston, Robinson, Villanueva.

Nays: None

Absent: Cox, Harrington, Rodriguez, Verdin.

MOTION CARRIED

Treasurer/Finance

Treasurer Wyatt's breakdown from Old National Bank shows a higher yield. (p. 96) The Library received \$263.00 in interest last month. The library is still down \$11,000 from last year. **Action Item**: President Robinson requests for Director Carlile to set up a meeting with the Chief of Staff and the Mayor, so that the Library can propose the approval of Consumers Credit Union and present a partnership between the City and the Library, for specific things. President Robinson asks the board to note that the property taxes in North Chicago will cause an influx of funds for the Library in the coming months.

IT Lan Upgrade project

Director Carlile gave an overview of the upgrade of the Library's server. Some of the software will be transferred to the new server. The new Library catalog, PrairieCat, will be cloud-based and will not be located on the new or old server. The new catalog will "go live" on October 26, 2022. Options for the migration of data, which usually takes two days, are to close the library, manually write down circulation functions, or to utilize Prairiecat's "offline" catalog. President Robinson prefers for the Library to utilize the "offline" catalog during the two-day migration.

Policy

Policies will be discussed at the Library Board Retreat on October 15, 2022.

Maintenance

Director Carlile advertised the Parking Lot construction in The Lake County News-Sun through the 15th of September. Bids will be collected and envelopes will be opened on September 15, 2022 at 2:00 p.m. The Library wants the project to be completed by the end of October or mid-November at the latest.

Personnel

None.

Technology

Derek "DJ" Williamson is good to work with and Director Carlile did an initial walk through with DJ totaling one hour of time. Some passwords were recovered. DJ recommended a new mixing board, which was purchased by Director Carlile for under \$350.00. DJ will install it and update the apps, followed by providing staff training, including the usage of the mixing board, audacity, garageband, and other items. President Robinson requests for a Sound Room manual to be prepared after the installation of the new items.

Marketing

Trustee Houston met with DJ Williamson on August 24th, 2022. Trustee Houston stated that DJ is well qualified and hopes to continue the ongoing relationship with DJ to potentially offer programs in the Library after the Sound Room is completed. President Robinson suggested the Sound Studio should be marketed to individuals who are running for public office. Campaign recordings and videos can be made in the Sound Room.

Bookmobile

The bookmobile was serviced for a recall. Director Carlile said it was covered.

IX. STAFF/DEPARTMENT HEAD REPORTS

DISCUSSION: Details are included under each subsection.

Director Report: The Extravaganza will be held indoors on October 22nd and can showcase the Recording Studio.

Reference Department: None.

Children's Department: **Action Item:** President Robinson requests the report to show comparison of the same month of last year to this month and year. Please defer to this format in staff monthly reports.

Technical Services: None.

IT Department: None.

Circulation: None.

MOTION: Trustee Allen motioned to approve the Staff/Department Head Reports for Aug. 2022.

Seconded by: Trustee Villanueva.

ROLL CALL: Ayes: Allen, Hawthorn, Houston, Robinson, Villanueva.

Nays: None

Absent: Cox, Harrington, Rodriguez, Verdin.

MOTION CARRIED

X. OLD BUSINESS

- a. Board Retreat: Director Carlile reserved the Mariott in Fountain Square, Waukegan from 9am until 2pm on October 15th, 2022. There will be breakfast, snack, and a box lunch provided for the meeting, which will focus on Library policy. President Robinson requests the board to arrive at 8:30am for breakfast so that the meeting can start at 9am. **Action Item:** Trustee Allen requests for Trustee Hawthorn to create an email calendar invitation and email it to the board members, so that it can be saved in digital calendars. Saturday, October 15th, at 8:30 am.
- b. Christmas Party: President Robinson would like to keep the Christmas party venue located in the City of North Chicago to serve the community. Director Carlile discussed the Paris Banquet Hall's smaller room with catering. The board also discussed Flannigan's as an option, focusing on the basement room with catering. **Action Item:** President Robinson requests for Director Carlile to reserve a venue for the Staff Christmas party as soon as possible and to invite the Mayor and the Friends of the Library. Dates to consider are: Friday evenings and Saturdays as an option in November and consider December 17th as the latest option.

XI. NEW BUSINESS

a. City’s Annual Audit

Director Carlile gave an overview of the City’s audit. The city wants to make documents available upon request to staff. The documents are kept in a “Vault” and include important items similar to contracts held for the last two years. The library has a shared drive of its held contracts. The city wants copies of the library’s contracts to be included in the Vault, however, the Library’s shared drive only contains Library items. Director Carlile and the City are partnering to find funding, such as the possibility of a grant for a Library-housed server to integrate the Library and City’s shared data. President Robinson stated that this creates an opportunity for a shared server and further updating of the Library’s server room.

b. Library’s Annual Extravaganza Event

Director Carlile reiterated that the Extravaganza is Saturday October 22nd from 10am until 3:00pm inside the library. Staff will highlight library services, including, mango, the sound room, Niche academy, and the STEAM lab, among other topics.

XII. ITEMS FOR THE NEXT MEETING AGENDA

Next Meeting preparations: Please contact Director Carlile or President Robinson regarding any topics to be discussed at the October meeting. The next Library Board Meeting is scheduled for Tuesday, October 11, 2022, at 6:30 pm. ***Action Item:*** President Robinson request for the Board meetings to be recorded. Also, please put Trustee Appointments on the agenda.

XIII. ADJOURNMENT

DISCUSSION: None.

MOTION: Trustee Allen motioned to adjourn the meeting at 7:44 pm.

Seconded by: Trustee Hawthorn.

ROLL CALL: Ayes: Allen, Hawthorn, Houston, Robinson, Villanueva.

Nays: None

Absent: Cox, Harrington, Rodriguez, Verdin.

MOTION CARRIED