

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

Tuesday, May 10, 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

Trustee Caroline Harrington called the regular meeting of the Library Board of Trustees to order at 6:30 p.m. in the Community Room at the North Chicago Public Library.

II. ROLL CALL

Trustees Present (6): Jeanette Allen

Caroline Harrington

Carmecia Hawthorn

Edward Houston

Giovanni Verdin

Peter Villanueva

Absent Trustees (2): Etta Robinson, Sebastian Rodriguez

Others Present (6): James Hartman (online), Jay English, Vance D. Wyatt, Louis Carlile, Veronica Jarrett, Jennifer Finnerty.

III. COMMENTS FROM PUBLIC

Pastor Jay English given 15 minutes by Trustee Harrington. Pastor Jay and Trustee Villanueva will talk about this topic: "Can Pastor Jay work with NCPL to market the sound studio?" Pastor Jay wants to promote the music studio at NCPL. Pastor Jay met with Trustee Villanueva at NCPL and turned on the equipment to test equipment, which was found to be in working order. Pastor Jay promoted ideas such as effects, cutting, fade-ins, fade-outs, interviews, music, editing, projects for young people, music, songs, rap, poetry, recordings for YouTube. NCPL has software called Garageband with 5000 loops and sound samples, which is great for podcasts, and zoom features.

Trustee Harrington was involved the recording studio. In the past the Sound Studio held a Boys and Girls Club grant and contract, to lay down tracks including a school-based curriculum called "Spoken Word." A policy needs to be in place so that if something breaks or gets stolen it can be replaced. Staff needs training, and procedures to follow if items get lost, with walk through of instructions should be available for staff to provide instruction for users. A sign off on policy, and a checklist for staff to check the sound studio and its equipment before and/or after each use.

Trustee Houston said that Sound Studio is a hidden jewel. Some of the technology that is presented at ALA, such as virtual reality, is cutting-edge, futuristic and exciting technology. The Sound Studio at NCPL can be marketed to the library users similarly. Houston will set up a meeting next week for working on the Sound Studio policy.

Director Carlile said a meeting can be set up at convenient time to discuss anything further regarding resources that might be needed. Pastor Jay passed out contact information to those present.

IV. CORRESPONDENCE

The Library received a note from Lou & Carol Lombardi complimenting the library and a donation of \$500.

V. APPROVAL OF MINUTES

Trustee Allen called to approve the minutes from the April 12, 2022 meeting, based on these corrections: Please correct the date. The date should say April 12, 2022 (the date the minutes were heard) not May 10, 2022 (today's date). Trustee Hawthorn mentioned that she is not assigned to the Technology Committee and should be removed from that assignment. Pending these corrections, the minutes were approved by Allen; seconded by Trustee Houston

ROLL CALL:

Ayes: Allen, Harrington, Hawthorn, Houston, Verdin, Villanueva.

Absent: Robinson, Rodriguez.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

Trustee Allen motioned to approve they payment of the bills in the amount of \$19,250.63; Trustee Houston seconded.

DISCUSSION: None.

ROLL CALL: Ayes: Allen, Harrington, Hawthorn, Houston, Verdin, Villanueva.

Absent: Robinson, Rodriguez.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

Trustee Allen motioned for the approval of credit card bill in the amount of \$9,484.70, seconded by Trustee Villanueva.

DISCUSSION: None.

ROLL CALL: Ayes: Allen, Harrington, Hawthorn, Houston, Verdin, Villanueva.

Absent: Robinson, Rodriguez.

MOTION CARRIED

VIII. COMMITTEE REPORTS

Trustee Allen motioned to approve the committee reports, special committee reports, and department head reports. This motion was seconded by Trustee Villanueva.

ROLL CALL: Ayes: Allen, Harrington, Hawthorn, Houston, Verdin, Villanueva.
Absent: Robinson, Rodriguez.

MOTION CARRIED

Finance:

Vance D. Wyatt, City Treasurer said that there is a resolution from the city council of two pages in length; it was passed out to those present. There was a discussion at the Finance Committee in October in regards to the Library. NCPL has been looking at new options since November 2021. The Library can invest in institutions that City Council approves. Direction from the Library board on how to invest the money is needed. Money can be moved with City Council approval. Vance can move the library's money with approval as long as it meets the investment policy requirements. One requirement is to not have too much in one institution. A copy of the policy was given to Director Carlile. Trustee Harrington asked City Treasurer Wyatt about a Credit Union. Interest rates were discussed. City Treasurer Wyatt mentioned that Waukegan Library is a comparable library that has choices in Library finances. Waukegan municipal library is in charge of its entire finances. Director Carlile mentioned that the library might choose Trustee Villanueva as Library Treasurer. The designated Library Treasurer position will include having the Trustee's name on the Library's account. Trustee Villanueva said can we do a survey with the board? CDRs, bonds, corporate stocks, liquid money markets, or bonds are an option.

Policy: Action Item

Trustee Harrington said that the procedure for the finance task is to get options ready, check with the investment policy, talk with the Finance Committee, have the board vote on it, and then tell City Treasurer Vance Wyatt to move the money for the Library.

Maintenance:

None

Personnel:

The library's maintenance worker has passed; Mr. Downey worked at the library for approximately 13 years.

Grant writing is delegated by Lou to specific library departments.

Trustee Verdin suggested recruiting at CLC for a contract worker to fulfill the accredited project.

Technology {Website project}

Director Carlile reported that a call or "text the librarian" option is in the works. A few products are being priced out. Some are to buy a phone with unlimited chat or use google voice for business. It costs \$15 per month.

The library added a form on the website, as requested by the board, whereby patrons can reach staff easily by clicking on “Directory,” on the library website.

Director Carlile said an avatar was added to the website, but that the avatar doesn't always work. It uses AI software, answers questions, holds easy conversation, such as providing library hours, and location. We can talk about this at the next technology meeting. The avatar trial ended it was 15 days long. The Gold Level has AI software with database access, and it answers correctly, but then it tanks and stops talking. Trustee Harrington requested for the avatar to tell patrons about books, tips, and kids programs. Director Carlile said the Kids page can have a kid friendly interactive animal avatar, with other information that is more child oriented.

Marketing:

The recording studio can be marketed differently or rebranded. It is called the Sound studio or the recording studio, but it can be called the media room or technology room.

Director Carlile: The library is working on grants for the construction project. The project can begin in the fall (hopefully). The grantor did vote to fund NCPL, pending that they don't run out of money. Some issues at NCPL include: bathrooms, roof, and the parking lot repairs. Trustee Harrington requested that the library seek out a library of congress federal grant. Director Carlile said State of IL and Museum grants are options. Construction wouldn't happen until late fall 2022. Construction manager meetings are underway. We might have to modify plans based on grant amounts awarded to NCPL.

IT Lan:

Michael Braun is organizing the computer room. Staff is keeping an eye on the progress of Printer on to evaluate its operation and use with patrons.

SPECIAL COMMITTEE REPORTS:

Bookmobile

Trustee Houston said that something could be done at Prairieview this summer. Director Carlile said that staff can be pulled for the bookmobile, if necessary. Director Carlile remarked on the bookmobile program/idea: we need to look at skill set. Currently personnel, cost and staff is still needed at the main library for regular library functions. Currently MS Word training, and training for using the new printers and fax machine is of primary focus. Grant writing is delegated by Director Carlile to specific library departments. The main library needs to be fully functioning as a priority and then move to grand designs for outreach with the bookmobile.

IX. STAFF REPORTS

Motion to approve the Staff Reports by Trustee Allen. Seconded by Trustee Verdin. Trustee Allen provided that, if Director Carlile will put the staff in the

right spots, the library is capable of elevating the staff, especially, if the design is to allow the staff to grow.

ROLL CALL: Ayes: Allen, Harrington, Hawthorn, Houston, Verdin, Villanueva.

Absent: Robinson, Rodriguez.

MOTION CARRIED

X. OLD BUSINESS:

Director Carlile: ALA is scheduled for this June 2022 in Washington DC. We will fly out on June 22nd. ALA is June 23rd-28th. We fly back on the 29th of June. Trustees Robinson, Hawthorn, and Allen are attending with Director Carlile.

XI. NEW BUSINESS

None.

XII. ITEMS FOR NEXT MEETING AGENDA

Action Item: Trustee Harrington requests for Trustee Villanueva to please get the confirmation for staff to use or be trained in using the Sound Studio. Please make a policy, a staff training, a checklist, and devise a way for staff to teach each other. The board can read the policy and vote on it at the next meeting if it is ready. Pastor Jay needs to provide his offerings or cost for offerings with specifics of what he is proposing to do with the library sound studio.

XIII. ADJOURNMENT

Meeting was adjourned at 8:10pm by Trustee Allen; seconded by Trustee Hawthorne. The next meeting will be June 14, 2022 at 6:30 p.m.

ROLL CALL: Ayes: Allen, Harrington, Hawthorn, Houston, Verdin, Villanueva.

Absent: Robinson, Rodriguez.

MOTION CARRIED