

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

Tuesday, June 14, 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

Library Board President Etta Robinson called the regular meeting to order at 6:37 p.m on Tuesday June 14th. The meeting was held in the Community 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): Jeanette Allen (online), Carmecia Hawthorn, Etta Robinson, Giovanni Verdi, Peter Villanueva

Absent Trustees (3): Caroline Harrington, Edward Houston, Sebastian Rodriguez

Others Present (5): Atty: James Hartman (online), Lou Carlile, Veronica Jarrett, Jen Finnerty, Delores Clark (Friends of the Library).

IV. COMMENTS FROM PUBLIC

Friends of the Library

Delores Clark, the Secretary/Treasurer of the Friends of the Library at the North Chicago Public Library proposed a fund raiser to the Library Board. Double Good Popcorn online storefront sales allows the Friends to earn 50% of sales and it runs 4 days in length. The goal is to sell \$500 of popcorn, earning \$250. The popcorn storefront is online and buyers could receive a link to the store to purchase Double Good Popcorn from the Friends. The popcorn is only available to purchase online and the manufacturer ships it to the purchaser's address. This virtual sale runs July 25th-28th, 2022.

Discussion:

Trustee Allen asked if the Friends needed any support from the board. Delores mentioned that anyone can open up a pop-up online store and that if any Trustees would like to open one and give half the earnings to the Friends group, it would help

to raise money for the library. Additionally, any Trustees that could purchase popcorn from existing Double Good Popcorn stores that are opened by the friends could also help to generate income for the Library. In summary, to help the Friends, the library board could: buy popcorn, sell popcorn, or donate money online in the Friends storefronts. Delores mentioned that she asked Jay and Rosetta about using the earnings to buy things for the library. A list of items included popcorn for library events and bicycles for prizes. The Friends group is a self-sufficient entity and it plans to increase dues for seniors from \$5 to \$10 and for anyone under the age of 65, dues would be raised from \$10 to \$15. The Friends meet the second Tuesday of the month. The Friends are also planning a vendor fair on Saturday September 10, 2022.

Trustee Robinson asked if the Library could use the earnings for scholarships for local students. Trustee Allen suggested the goal to be a \$1,000 grant available for 2-3 local students. Trustee Robinson asked if the Library could offer entertainment for adults with a fee, such as a summer concert series? Director Carlile said that it could be called 'A Night of Music sponsored by the Friends.'

V. CORRESPONDENCE

The library received a check from the Lake County Farm Bureau. The money was used to purchase seeds for the Library's raised garden in the Children's section of the library on the patio. On May 21, 2022 the Library held a program for children to plant the seeds.

VI. APPROVAL OF MINUTES

DISCUSSION: The missing minutes from May were approved with contingency to change the date. Please also update and submit the June minutes, changing the font to be darker, bigger, and centered on the First page heading. Please allow the minutes to follow the same agenda. Include the bottom sentence for submission to the board with approvals.

Motioned by: Trustee Allen to approve the minutes with changes noted.

Seconded by: Trustee Villanueva

ROLL CALL:

Ayes: (5) Allen (online), Hawthorn, Robinson, Verdi, Villanueva

Nays: None Absent: (3): Harrington, Houston, Rodriguez

MOTION CARRIED

VII. APPROVAL OF BILLS PAYABLE

DISCUSSION: Trustee Verdin asked if the bills needed to be printed out since it is 127 pages in length, requesting only to print out the packet for Trustees who request a printed copy. Trustee Allen asked about the purchase for carpet cleaning noting that her group is scheduled to come in and clean the carpets for free. Director Carlile noted that the high traffic areas by the computers needed immediate cleaning. Trustee Allen asked about the late bills included in the packet from Baker and Taylor and Konica

Minolta. Trustee Robinson said that bill paying practices need to be better and that possibly Baker and Taylor could forgive the old bills. Library Secretary Jarrett mentioned that Baker and Taylor had changes in staff, including mistakes such as invoices being received twice. Trustee Robinson asked for staff to request for Baker and Taylor to come into the library and train staff on why current checks are being applied to past due amounts, which cause amounts to be late. Trustee Robinson asked for personal names and addresses to be blacked out on the bills which could become public record. Some specifically include removing the name from the background check and the address from the limousine invoice.

Motioned by: Trustee Allen to approve and pay the bills.

Seconded by: Trustee Villanueva

ROLL CALL:

Ayes: (5) Allen (online), Hawthorn, Robinson, Verdi, Villanueva

Nays: None Absent: (3): Harrington, Houston, Rodriguez

MOTION CARRIED

VIII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: Trustee Robinson asked to check for and redact any personal data from the record.

Motioned by: Trustee Allen to approve the credit card payment.

Seconded by: Trustee Villanueva

ROLL CALL:

Ayes: (5) Allen (online), Hawthorn, Robinson, Verdin, Villanueva

Nays: None Absent: (3): Harrington, Houston, Rodriguez

MOTION CARRIED

IX. COMMITTEE REPORT

Finance:

DISCUSSION: Much discussion in the Finance Committee. There is an action plan that is presented by Trustee Verdin to the Library Director for handling the Library Board's Request. Trustee Verdin motioned to move 100% to 1st Midwest Bank, unless the policy requires an alternative, in which case, the Library Director is requested to put into motion a set plan of percentages to Great Lakes, 1st Midwest, and a third pre-approved institution. This move should be checked for dates of expiration of rates, fees, and details, such as a maturity date.

Action item: Request from Trustee Villanueva: Can Director Carlile attain clarification on the maturity date of the set item which will avoid auto-renewal or fees to appear?

Motioned by: Trustee Verdin for the Library board to approve the plan for the Library director to follow for the Finance Committee's request.

Seconded by: Trustee Villanueva

ROLL CALL:

Ayes: (5) Allen (online), Hawthorn, Robinson, Verdi, Villanueva

Nays: None Absent(3): Harrington, Houston, Rodriguez

MOTION CARRIED

Maintenance

Director Carlile received a grant for PrairieCat from Rails for \$14,000. The PrairieCat grant contract from Rails needs to be signed by a Library board member. Funding is June 15, 2022- December 15, 2023 for migration of the TLC system to the PrairieCat system. Director Carlile received a Construction grant totaling \$73,000.

Motioned by: Trustee Robinson to accept the grant from Rails for PrairieCat totaling \$14,322.14.

Seconded by: Trustee Villanueva

ROLL CALL:

Ayes: (5) Allen (online), Hawthorn, Robinson, Verdi, Villanueva

Nays: None Absent(3): Harrington, Houston, Rodriguez

MOTION CARRIED

Personnel

Trustee Robinson offered a resolution for the Library Board members to sign to honor the late William “Chuck” Downey.’ This resolution recognizes Mr. Downey’s years of work at the Library in full appreciation. It will be presented to his family.

- X. **SPECIAL VOTE:** Add Trustee Villanueva as Treasury Co-signer for the Library Board in any and all financial institutions.

Motioned by: Trustee Verdin.

Seconded by: Trustee Villanueva

ROLL CALL:

Ayes: (5) Allen (online), Hawthorn, Robinson, Verdi, Villanueva

Nays: None Absent(3): Harrington, Houston, Rodriguez

MOTION CARRIED

XI. ADJOURNMENT

DISCUSSION: President Robinson requested to table the remainder of the agenda from June 14th including: Technology, Marketing, Special Committee Reports, Staff Reports, Old Business, New Business and Items for the next Agenda.

Motioned by: Trustee Hawthorne to table the rest of the agenda to next month’s meeting July 12, 2022. Meeting adjourned at 8:16 pm.

Seconded by: Trustee Allen

ROLL CALL:

Ayes: (5) Allen (online), Hawthorn, Robinson, Verdi, Villanueva

Nays: None Absent(3): Harrington, Houston, Rodriguez

MOTION CARRIED