

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

Tuesday October 11, 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 Boardroom on October 11, 2022.

**II. ROLL CALL**

Trustees Present (6): Jeanette Allen, Carmecia Hawthorn, Edward Houston, Etta Robinson, Giovanni Verdin, Peter Villanueva.

Absent Trustees (1): Ebony Cox.

Others Present (3): Library Director Lou Carlile, Attorney James Hartman (virtual), Veronica Jarrett.

DISCUSSION: Madame Board President Robinson shared that Trustee Cox called in regarding her absence today.

**III. COMMENTS FROM THE PUBLIC**

None.

**IV. CORRESPONDENCE**

Director Carlile informed the Board members a check was received from Gannett National Shared Service Center in the amount of \$311.67. The description stated unclaimed property write-off. Trustee Allen suggested to contact Gannett National Shared Service regarding the check. (After the meeting ended it was discovered that the check is a reimbursement for a newspaper overpayment.

**V. APPROVAL OF MINUTES**

Madam President Robinson called for the approval of the minutes September 13, 2022.

**MOTION:** Trustee Allen motioned to approve the minutes for September 13, 2022. Trustee Hawthorn seconded the motion

DISCUSSION: None

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

Nays: None

Absent: Cox

MOTION CARRIED

## **I. APPROVAL OF BILLS PAYABLE**

DISCUSSION: See page 21.

Trustee Hawthorn and Director Carlile discussed Banner personnel, a staffing agency, which provides staffing and recruiting for both temp jobs and direct hire jobs.

MOTION: Trustee Allen motioned to approve the bills for the month of September 2022 in the amount of \$10,281.36. Seconded by: Trustee Hawthorn.

ROLL CALL: Ayes: Allen, Hawthorn, Houston, Robinson, Verdin, and Villanueva.  
Nays: None  
Absent: Cox

MOTION CARRIED

## **II. APPROVAL OF VISA CREDIT CARD PAYMENT**

DISCUSSION: Trustee Robinson requested information regarding the Adobe account payment plan, which changed from annually to monthly. Trustee Robinson spoke about the bonus points cash back (see page 54) offered through bank account, and requested for Director Carlile to check with Treasurer Wyatt to find how to use the points.

MOTION: Trustee Allen motioned to approve the payment of the credit card for the month of September 2022 in the amount of \$2,830.26. (p. 52)

Seconded by: Trustee Houston.

ROLL CALL: Ayes: Allen, Hawthorn, Houston, Robinson, Verdin, and Villanueva.  
Nays: None  
Absent: Cox.

MOTION CARRIED

## **III. COMMITTEE REPORTS**

DISCUSSION: Details are included under each subsection.

MOTION: Trustee Allen motioned to approve the Committee Reports for September 2022. Seconded by: Trustee Villanueva.

ROLL CALL: Ayes: Allen, Hawthorn, Houston, Robinson, Verdin, and Villanueva.  
Nays: None  
Absent: Cox.

MOTION CARRIED

### Treasurer/Finance

President Robinson asked Director Carlile to invite Treasurer Wyatt to the next monthly board meeting to clarify merchant statement and answers some additional questions from Trustee members regarding the Treasurer report.

### 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

Trustee Houston requested to review the library policy on smoking and marijuana. Trustee Robinson stated, this will be discussed at the Board Retreat with the other policies on October 15, 2022.

### Maintenance

Director Carlile is waiting on Victor Varrea at the City of North Chicago to approve the permit for the parking lot construction project.

### Personnel

Trustee Verdin presented a book club idea to Director Carlile. The idea included asking the Adult Services Librarian, Jay, to lead a book club group involving different genres with offerings to meet virtually and in-person. Director Carlile listened to the suggestions and mentioned that Leah Martinez, a Program Assistant, will lead a few projects in the STEAM room during November.

### 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, garage band, and other items. President Robinson requests for a Sound Room manual to be prepared after the installation of the new items.

### Marketing

Trustee Hawthorn talked about a United Way Job Fair held at the North Chicago Public Library. Director Carlile stated that Allendale and Job Center of Lake County have been using the facility for their employment events. Director Carlile informed the board there are two resource center events in the library scheduled for the month of October. The Library Extravaganza event on October 22, 2022 held inside the library, and the Trunk or Treat program on October 27, 2022 located at the North Chicago Credit Union Bank.

### Bookmobile

None

## **IV. STAFF/DEPARTMENT HEAD REPORTS**

**DISCUSSION:** Details are included under each subsection.

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

**Reference Department:** None.

**Children's Department:** None

**Technical Services:** None.

**IT Department:** None.

**Circulation:** None.

MOTION: Trustee Allen motioned to approve the Staff Department Head Reports for September 2022. Seconded by: Trustee Houston.

ROLL CALL: Ayes: Allen, Hawthorn, Houston, Robinson, Verdin, and Villanueva.  
Nays: None  
Absent: Cox.

MOTION CARRIED

## V. OLD BUSINESS

- a. Board Retreat: Director Carlile reserved the Marriott in Fountain Square, Waukegan from 9am until 2pm on October 15<sup>th</sup>, 2022. Breakfast, snack, and a box lunch will be 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.
- b. Christmas Party: President Robinson would like to keep the Christmas party venue located in the City of North Chicago to serve the community. Some venues considered are: Paris Banquet and Flannigan's.

*Action Item:* President Robinson requests for Director Carlile to reserve a venue for the Staff Christmas party as soon as possible with Friday evenings and Saturdays as an option in November and consider December 17<sup>th</sup> as the latest option.

## VI. NEW BUSINESS

DISCUSSION: President Robinson would like to be provided the income and expense ledgers. Director Carlile and Trustee Villanueva discussed potential candidates to fill the Board of Trustees vacancies.

## VII. ITEMS FOR THE NEXT MEETING AGENDA

Next Meeting preparations: Please contact Director Carlile or President Robinson regarding any topics to be discussed at the November meeting. The next Library Board Meeting is scheduled for Tuesday, November 08, 2022, at 6:30 pm.

## VIII. ADJOURNMENT

MOTION: Trustee Allen motioned to adjourn the meeting at 8:00 pm.

Seconded by: Trustee Hawthorn.

DISCUSSION: None.

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

Nays: None

Absent: Cox.

MOTION CARRIED