

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

Tuesday, November 15, 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 Madame Etta Robinson called the regular meeting of the Library Board of Trustees to order at 6:34 p.m. The meeting was held in the Board Room.

II. COMMITTEE ASSIGNMENT

III. ROLL CALL

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

Absent Trustees (1): Ebony Cox.

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

IV. COMMENTS FROM PUBLIC

None.

V. CORRESPONDENCE

None.

VI. APPROVAL OF MINUTES

DISCUSSION: The last meeting was cancelled due to a lack of a quorum. Director Carlile briefed the board that 4 Trustees make a quorum. Last week Vance believed that per the Lake County State's Attorney's office that 5 would be required. Director Carlile checked with the Illinois State Library's requirements at President Robinson's request, and it was explained that 4 out of the 7 Trustees would meet quorum requirements, however, the bylaws define specifications for NCPL's quorum. Director Carlile found that the Library's bylaws show that the library could have a 4-member quorum. Bylaws suggest that 2/3 of a group is a full quorum. Attorney Hartmann mentioned that this group is currently 7 Trustees, making 4 a full quorum, but that the Board has two vacant seats, meaning that a true full quorum would normally be 5 out of 9 Trustees. The Illinois State Library, Lake County State's Attorney office, and the NCPL bylaws are the authorities for the Library Board's instruction in how to establish a quorum. Meeting minutes should be created even if it is a non-action, non-quorum meeting.

Motioned by: Trustee Allen to approve the minutes from October 11, 2022 and November 8, 2022.

Seconded by: Trustee Houston.

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

Nays: None

Absent: Cox.

MOTION CARRIED

VII. APPROVAL OF BILLS PAYABLE (p.10)

DISCUSSION: Discussion included: The Banner hiring fee of \$3,465.00 for Mary Shore, Imagetec company that works on copiers and IT, Wells Fargo is the billing name for the copiers, the final cost of the Extravaganza in October 2022, DJ Williamson's travel fees for training, and the Library's cleaning service.

Motioned by: Trustee Allen to approve the bills for October 2022 totaling \$85,777.74.

Seconded by: Trustee Villanueva.

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

Nays: None

Absent: Cox.

MOTION CARRIED

VIII. APPROVAL OF VISA CREDIT CARD PAYMENT (p.79)

DISCUSSION: There are two bills for Comcast coded 4230 which are internet and phone bills. **Action Item:** Note in the packet describe the Comcast phone bill as "e-Rate." The phone is with Verizon and the e-rate is with AT&T. NCPL can switch over to AT&T after the new year to make it easier.

Motioned by: Trustee Allen to approve the Credit Card payment totaling \$7,033.98.

Seconded by: Trustee Villanueva.

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

Nays: None

Absent: Cox.

MOTION CARRIED

IX. COMMITTEE REPORTS

DISCUSSION: Details are included under each subsection. (p. 150).

Motion: Trustee Allen motioned to approve the Committee Reports, the Staff Reports, and all Reports as presented, for October 2022.

Seconded by: Trustee Houston.

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

Nays: None

Absent: Cox.

MOTION CARRIED

Finance: The Finance investment information sheet has been corrected from last week's typographical error. The *Cash and Investment* letter shows the corrected balance for all funds totaling \$1,505,773.70. (see p. 151). Director Carlile provided that a copy of the

City's audit may become available in Jan-Feb 2023. **Action Item**: President Robinson suggested for the Board members to meet in December or January to make sure that the Library remains in compliance for the Per Capita Grant.

IT: The library is looking at updating computers. Discussion included hardware updates, software updates, virus upgrades, IT work, Imagetech, Public computer terminals, leasing prospects. **Action Item**: President Robinson would like Director Carlile to create a comparison of leasing versus owning computers and related software, so that the Library Board can make a recommendation.

Policy: Two policies are presented by the Director for review on p. 170 including the FOIA and the Library's Meeting Room policy.

1. FOIA Policy **Action Items** for the next presentation: correct the circular wording regarding the FOIA officer. Add Assistant Director as a point to contact if the Director isn't available. Cost of \$1 per page: please remove the statement referring to the price being more than the price of regular copies. Please remove the exact hours and change it to 30 minutes after the library opens or 30 minutes before the library closes, to allow for potential variances in the library hours.
2. Community Room/ Meeting Room Policy: **Action Items** for the next presentation: correct the hours, fix the alignment of the text.

Motion by Trustee Allen: to approve the Meeting Room policy pending correction of the text alignment format and the hours.

Seconded by: Trustee Villanueva.

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

Nays: None

Absent: Cox.

MOTION CARRIED

Maintenance: Trustee Verdin commented on the projected of general maintenance including things like cracks, window function, winterization, outlet function, preventative care, safety signage for extinguishers, and security cameras. **Action Item**: President Robinson requests information with pricing for these tasks using one handyman.

Personnel: None

Technology: None

Marketing: Library services including PrairieCat could be marketed to allow for more items to be checked out. There's a 30% decrease in check-outs this October from last October. This might be due to the having offline services during the migration to

PrairieCat. Trustee Villanueva suggests for staff to engage patrons in discussions about reading and to create displays that will incur reading interests including current events.

Bookmobile: None.

- X. **STAFF REPORTS:** Director Report, Reference Department, Children's Department, Technical Services, IT Department, Circulation Department. (Pg. 170-186).
None.

- XI. **OLD BUSINESS:**
None.

XII. **NEW BUSINESS**

1. The Christmas Party is Friday, December 9, 2022 at Flanagan's in North Chicago from 5:30pm- 8:30pm. Festivities may include party attire, contests, ugly sweaters, games, songs, a gift exchange, secret Santa, and possibly other activities. **Action Item**: President Robinson request Director Carlile to assign an employee to create activities for the Staff Holiday Party.

Motion: Motion by Trustee Houston to keep the Holiday Party budget under \$2,000.00 including the cost of the part and any gifts to staff and/or board members.

Seconded by: Trustee Allen.

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

Nays: None

Absent: Cox.

MOTION CARRIED

2. Preliminary evaluations for the Library Director need to be completed by the Board of Trustees by December 31, 2022.

XIII. **ITEMS FOR NEXT MEETING AGENDA**

Next Meeting preparations: Please contact Director Carlile or President Robinson regarding any topics to be discussed at the December meeting.

XV. **ADJOURNMENT**

DISCUSSION: The next Library Board Meeting is scheduled for Tuesday, December 13, 2022, at 6:30 pm.

Motioned by: Trustee Allen to Adjourn the meeting at 8:15 p.m.

Seconded by: Trustee Houston.

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

Nays: None

Absent: Cox.

MOTION CARRIED