

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

Tuesday, January 10, 2023, 6:30 p.m.

Board Members and the public are invited to join with Zoom:

<https://zoom.us/j/92810157705?pwd=M2pPdW5aYTdSUncySHRQVnkrOFIGZz09>

Meeting ID: 928 1015 7705

Passcode: 421215

+1 312 626 6799 US (Chicago)

I. CALL TO ORDER

Library Board President, Madame Etta Robinson, called the regular Library Board of Trustees meeting to order at 6:30 p.m. on Tuesday, January 10, 2023. The meeting was held in the Board Room.

COMMITTEE ASSIGNMENT

Marketing: Trustee Hawthorn, Trustee Villanueva, Trustee Cox.

Technology: Trustee Allen, Trustee Verdin.

Personnel: Trustee Allen (Chair), Trustee Cox.

Policy: Trustee Houston, Trustee Cox.

Finance: Trustee Villanueva, Trustee Allen.

Maintenance: Trustee Allen, Trustee Houston (Co-Chair).

Bookmobile: Trustee Hawthorn.

II. ROLL CALL Note: Two Trustees Missed between 1-10 minutes.

Trustees Present (7): Allen, Cox, Hawthorn, Houston, Robinson, Verdin, and Villanueva

Arrived Late: Trustees (2): Cox (entered at 6:41 p.m.), Villanueva (entered at 6:31 p.m.).

Others Present: Director Lou Carlile, Jennifer Finnerty, Attorney Magee (virtual).

III. COMMENTS FROM PUBLIC: None.

IV. CORRESPONDENCE: None.

V. APPROVAL OF MINUTES (p. 5)

DISCUSSION: Trustee Allen should be added to the Finance Committee.

Motioned by: Trustee Allen motioned to approve the minutes from Dec. 13, 2022.

Seconded by: Trustee Hawthorn.

ROLL CALL:

Ayes: (6) Trustee Allen, Trustee Houston, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None

Absent: (1) Trustee Cox.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE (p. 12)

DISCUSSION: NCPL will stop receiving ILL items from the University of Illinois. If a NCPL card holder loses a book from the University of Illinois a flat fee of \$125 is owed.

Motioned by: Trustee Allen motioned to approve the bills totaling \$19,396.91.

Seconded by: Trustee Hawthorn.

ROLL CALL:

Ayes: (6) Trustee Allen, Trustee Houston, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None

Absent: (1) Trustee Cox.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT (p. 58)

DISCUSSION: NCPL will consider purchasing from Walmart Plus with delivery service instead of ordering from amazon.com.

Motioned by: Trustee Allen motioned to approve the payment of the Visa Credit Card totaling \$3,852.79.

Seconded by: Trustee Villanueva.

ROLL CALL: Note: Trustee Cox entered the meeting at 6:41 p.m.

Ayes: (7) Trustee Allen, Trustee Cox, Trustee Houston, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None.

Absent: (0) None.

MOTION CARRIED

VIII. COMMITTEE REPORTS & STAFF DEPARTMENT REPORTS

DISCUSSION: Details are included under each subsection.

Motioned by: Trustee Allen motioned to approve all of the reports.

Seconded by: Trustee Houston.

ALL IN FAVOR:

Ayes: (7) All in Favor: Trustee Allen, Trustee Cox, Trustee Houston, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None.

Absent: (0) None.

MOTION CARRIED UNANIMOUSLY

Finance: The Finance Committee met this week and went over the 2023 budget.

Treasurer's Report: Vance Wyatt's report shows revenue of \$9866.13 with a total of \$1,387,876.81. Expenses were \$56,528.22 with a remaining balance of \$1,331,348.59. NCPL received \$3,300.00 in real estate taxes. \$1,100.00 were received for fines, fees, or donations. Action item: Accounts Payable Secretary should keep track of the Library's income showing how revenue was earned.

Maintenance: The library's planned roof maintenance includes materials that require the weather to be 50 degrees or more. The plan is to start the roof project in the Spring of 2023. The Bathroom project will be planned for Fall 2023 which might include changes to the original plan for inclusion of more stalls, additional space, materials, or reconfiguration. Director Carlile invites the board to talk to the experts regarding the roof, bathroom, with options to include the staff lounge, and library meeting room.

Personnel: A staff member resigned on January 9, 2023. President Robinson noted that the number of library staff members has gone from 17 to 12 within the last two years.

Technology: (Page 193) The library board was presented with quotes from vendors such as CDW-G, Best Buy, and ImageTec. The Library is considering updating the staff and public computers. There have been complaints of computer slowness and some computers aren't functioning at all. The computer quotes are good for 30 days. The board requests quotes for installation and questions if the building renovation project will affect the cost to purchase and install workstations at various locations within the building. The board wants the installation of the computers to be timed appropriately to include wiring to appropriate patron or staff workstations. The board discussed leasing versus buying computers, updating all computers in phases, updating the patron computers before updating staff computers. **Action item:** President Robinson requests written quotes of both purchase and installation for budgeting purposes. President Robinson would like the board to have enough information to decide by March 2023 regarding computer price and installation. Please put it in writing so that the board can vote on this in February. Director Carlile mentioned that the current projector alignment is fixed and that there is a new TV in the STEAM lab. Other expenditures discussed: technology, speakers, blue tooth, listen & read programs, audible books, kid's seminars, soundproofing the sound studio, conference room speakers, projector upgrade (current resolution is 720 and 2000 resolution or higher is better), a hard drive to contain the library board meeting zoom videos. **Action item:** Trustee Verdin approves and requests Director Carlile to purchase the hard drive as soon as possible. **Action item:** Trustee Verdin requests a quote on a new projector. A quote on the Surveillance system is shown in the board packet.

Open Discussion Regarding Grants:

Director Carlile mentioned that reworking the staff work areas might be in Phase 2 approximately two years from now using a separate grant. There are three types of grants: construction, remodeling, and accessibility. Usually a library can be granted one but not usually have two open at the same time. NCPL spent all of the PrairieCat grant money. NCPL has and Live & Learn grant for approximately \$83,000.00. This is a construction grant and so far, money has been spent on architect fees for the bathroom remodeling project. City hall will give Lou a Year-to-Date spending spreadsheet which helps in decision making. **Action item:** President Robinson requests the grant and spending information to be available at the February Board meeting.

Marketing: The library will market the new technology choices.

Bookmobile: The bookmobile schedule operated as planned during December 2022.

IX. STAFF DEPARTMENT REPORTS

Director's Report: Director Carlile gave an overview of the accomplishments of the year.

Reference Department

Children's Department

Technical Services

IT Department

Circulation Department

X. OLD BUSINESS:

Policies:

DISCUSSION:

1. FOIA, Policy #1.
2. Meeting Room, Policy #3.

Motioned by: Trustee Allen motioned to approve Policy 1 & Policy 3.

Seconded by: Trustee Houston.

ROLL CALL:

Ayes: (7) Trustee Allen, Trustee Cox, Trustee Houston, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None.

Absent: (0) None.

MOTION CARRIED

XI. NEW BUSINESS: Board Appointments

DISCUSSION: Vice Presidency of the Library Board of Trustees at NCPL.

Motioned by: Trustee Villanueva recommends Trustee Allen as Vice President.

Seconded by: Trustee Hawthorn.

ALL IN FAVOR:

Ayes: (7) Trustee Allen, Trustee Cox, Trustee Houston, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None.

Absent: (0) None.

MOTION CARRIED UNANIMOUSLY

XII. ITEMS FOR NEXT MEETING AGENDA

Next Meeting preparations: Please contact Director Carlile or President Robinson regarding any topics to be discussed at the next meeting which is scheduled for Tuesday, February 14, 2023, at 6:30 p.m.

XV. ADJOURNMENT

DISCUSSION: President Robinson is reaching out to City Hall regarding Paylocity. President Robinson appreciates Director Carlile's service to the Library over the past two years.

Motioned by: Trustee Allen to adjourn the meeting at 7:54 p.m.

Seconded by: Trustee Houston.

ALL IN FAVOR:

Ayes: (7) Trustee Allen, Trustee Cox, Trustee Houston, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None.

Absent: (0) None.

MOTION CARRIED UNANIMOUSLY