

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

Tuesday, February 14, 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 6:31 p.m. on Tuesday, February 14, 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

Trustees Present (5): Allen, Hawthorn, Robinson, Verdin (Virtual), Villanueva.

Absent Trustees (2): Cox, Houston.

Others Present (6): Director Lou Carlile, Andy Dogan (Virtual, from Williams Associates), Jennifer Finnerty, Meg Finerty, (Mano A Mano Family Resource Center), Attorney James Magee (Virtual), Jason Perkenas (Virtual, from SMC).

III. COMMENTS FROM PUBLIC

Meg Finerty visited the Library Board meeting to get to know the library and its board members. She is working with Mano A Mono Family Resource Center in North Chicago. She was present for the whole meeting and introduced herself after the meeting ended.

IV. CORRESPONDENCE

A. The library received a Live and Learn construction grant check for \$83,122.00.

B. The library received a check totaling \$350.00 from United Way.

Both checks are deposited in the grant fund account.

V. APPROVAL OF MINUTES

DISCUSSION: None

Motion: Trustee Allen motioned to approve the January 10, 2023 Regular Board Minutes.

Seconded by: Trustee Hawthorne.

ROLL CALL: Ayes: (5) Trustee Allen, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None.

Absent: (2) Trustee Cox, Trustee Houston.

MOTION CARRIED

VI. PRESENTATION: Andy Dogan from Williams Associates, and Jason Perkenas from SMC were virtually present to discuss the upcoming projects. Andy Dogan presented the cost and work analysis including architectural drawings for the ADA compliance and Library upgrades project. This project is utilizing the Live and Learn construction grant. The project includes entrance panels above the entrance of the Library, plumbing, roof upgrades, ADA compliant bathrooms in the staff area and public area.

DISCUSSION: Discussion included an overview of the options and the process of bids which the Library board can approve in May 2023, permits with the City of North Chicago, and a submittal process with the design team and contract workers. The approximate start of the project would likely begin with the exterior roof simultaneously with the work in the Staff Lounge in August or September 2023. The public bathrooms can begin after the Staff Lounge bathrooms are completed so that at least one bathroom area is available to staff and the public during the project.

Motion: Trustee Hawthorn motioned to approve the public bathroom design “A” with the smaller design and the entire construction project including the exterior building and both bathroom areas, for the estimated cost of \$745,787.00.

Seconded: Trustee Allen.

ROLL CALL: Ayes: (5) Trustee Allen, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None.

Absent: (2) Trustee Cox, Trustee Houston.

MOTION CARRIED

VII. APPROVAL OF BILLS PAYABLE

DISCUSSION: Ulises N. Alvarado is not a duplicate entry. It shows payment prepared for distribution over time. One check is given at the beginning of the project and the balance is given after completion of all the agreed-to repairs. Some of the repairs include: youth window, two skylights, security system sensors, wall patching, and approximately 15 other items.

Motion: Trustee Hawthorn motioned to pay the bills totaling \$27,376.38.

Seconded by: Trustee Allen.

ROLL CALL: Ayes: (5) Trustee Allen, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None.

Absent: (2) Trustee Cox, Trustee Houston.

MOTION CARRIED

VIII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: Trustees discussed the new TV in the STEAM lab and the staff calendars totaling \$38.96. ***Action item:*** The Board Room wall needs a calendar.

Motion: Trustee Hawthorn motioned to pay the credit card bill totaling \$4,856.86.

Seconded by: Trustee Allen.

ROLL CALL: ***Ayes:*** (5) Trustee Allen, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None.

Absent: (2) Trustee Cox, Trustee Houston.

MOTION CARRIED

IX. COMMITTEE REPORTS & STAFF REPORTS

DISCUSSION: Details are included under each subsection.

Motion: Trustee Allen motioned to approve all of the reports.

Seconded by: Trustee Villanueva.

ROLL CALL: ***Ayes:*** (5) Trustee Allen, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None.

Absent: (2) Trustee Cox, Trustee Houston.

MOTION CARRIED

X. FINANCE:

The February 4th, 2023 finance report letter by city Treasurer Vance Wyatt summarizes the period ending January 31st, 2022. Revenues totaled \$7,075.47 and expenses totaled \$96,852.39. The Cash and Investment balance for all funds totaled \$1,241,571.67. Treasurer Wyatt activated the credentials for the ONPointe Treasury secure browser and created a Library Treasurer account. PMA will liquidate and wire the funds into the Library's bank account. The shares are expected to be liquidated the end of February and will be released March 15th, 2023. Discussion included fund transfer process and options. Any money that is transferred to the Library account is the same amount to cover the outstanding bills, not an amount in excess of the bills that are due. Currently the money can be placed in the City's preapproved financial institutions. If other institutions can be added to the City's list of approved financial institutions, the library money could be moved to the bank that gives the highest yield. ***Action item:*** A request for Treasurer Wyatt to provide a copy of the statements, and a request to invite Treasurer Wyatt to the Regular Library board meeting(s) to educate the Library and explain any plans for the next fiscal year.

IT: Computer upgrade project: Director Carlile discussed quotes and noted that PC prices are higher this month. Quotes last approximately 30 days. ImageTech and another vendor can be compared and it can be decided how to proceed with upgrading the library's computers. ***Action Item:*** Invite ImageTech to come to a Library Board meeting to discuss the library computers.

XI. REPORTS

Maintenance: Was covered earlier in the meeting. Handyman Ulises N. Alvarado is contracted to do various tasks.

Personnel: The next personnel meeting is Wednesday February 22, 2023 at 9:00 a.m. and will cover the final budget and recommended percentage staff raises. Additionally, the meeting will discuss the option of hiring an IT professional to work at the Library. Further, the Library will discuss options on how to staff the Sound Room/Media Lab for any potential programs related to the new green screen.

Technology: Quotes are coming in for the camera replacements and potential to add two more cameras. Options include using analog or digital, and cloud or DVR.

Marketing: The library acquired some new signs showcasing PrairieCat and also purchased a green screen for the media lab.

Bookmobile: The bookmobile route has stayed the same during this time period.

XII. STAFF REPORTS:

Discussion: *Action Item*: Include Leah's program numbers in the future report. The library is working on creating a program for the Sound Room/Media Lab. The library has marketed Black History month with various displays and artwork. Senator Johnson will visit the library on March 18, 2023. There is a major increase in Circulation of NCPL library items through Interlibrary loan.

Director's Report

Reference Department

Children's Department

IT Department

Circulation

XIII. OLD BUSINESS

The Computer upgrade project is tabled and can be decided to begin before or after the fiscal year. Considerations for a vote will be prepared for the next Regular Board meeting in March 2023.

XIV. NEW BUSINESS

The security camera quotes are included in the Board packet on pages 183-185. President Robinson tabled this topic for the next meeting.

XV. 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.

XVI. ADJOURNMENT

DISCUSSION: The next meeting is scheduled for Tuesday, March 14, 2023, at 6:30 p.m.

Motion: Trustee Allen motioned to adjourn the meeting at 8:16 p.m.

Seconded by: Trustee Hawthorn.

ROLL CALL: Ayes: (5) Trustee Allen, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Nays: (0) None.

Absent: (2) Trustee Cox, Trustee Houston.

MOTION CARRIED