

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

Tuesday, March 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**

The regular Library Board of Trustees Meeting was called to order at 6:31 p.m. by President Robinson. 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): Ebony Cox, Secretary Carmecia Hawthorn, President Etta Robinson, Giovanni Verdin, Peter Villanueva.

Absent Trustees (2): Vice President Jeanette Allen, Edward Houston.

Others Present (3): Library Director Lou Carlile, Jennifer Finnerty, Attorney James Hartman (Virtual).

**III. COMMENTS FROM PUBLIC**

None.

**IV. CORRESPONDENCE**

NCPL received a check for \$200 from All Points Media, LLC. This group hosted a table at the library that facilitates a Comcast Internet promotion for free internet.

**V. APPROVAL OF MINUTES**

DISCUSSION: None.

Motion: Trustee Hawthorn motioned to approve the Regular Board meeting minutes from February 14, 2023.

Seconded by: Trustee Villanueva.

ROLL CALL: Ayes: (5) Cox, Hawthorn, Robinson, Verdin, Villanueva.

Nays: (0) None.

Absent: (2) Allen, Houston.

*MOTION CARRIED*

**VI. APPROVAL OF BILLS PAYABLE (p. 12)**

DISCUSSION: Trane maintenance visits NCPL quarterly for the annual payment of \$11,656.00, (p 58). Invoice 1221 on page 12 contains a typo detailing Imagetec as a software database. The invoice 1221 for \$3,602.56 and invoice 4443 for \$1,715.67 is for technology equipment that was purchased through Imagetec for the STEAM and Recording Studio.

Motioned by: Trustee Villanueva motioned to pay the bills totaling \$25,086.31.

Seconded by: Trustee Hawthorn.

ROLL CALL: Ayes: (5) Cox, Hawthorn, Robinson, Verdin, Villanueva.

Nays: (0) None.

Absent: (2) Allen, Houston.

*MOTION CARRIED*

**VII. APPROVAL OF VISA CREDIT CARD PAYMENT (p. 60)**

DISCUSSION: The library pays the water bill monthly at the City of North Chicago. The library doesn't pay gas or electric bills. The library uses Verizon for the cell phone but uses AT&T for the hotspots due to the eRate discount currently being held with AT&T.

Action item: Look into having the cell phone bill and the hot spots bill with one company.

Motioned by: Trustee Villanueva to approve the payment of the credit card bill totaling \$3,446.16.

Seconded by: Trustee Hawthorn.

ROLL CALL: Ayes: (5) Cox, Hawthorn, Robinson, Verdin, Villanueva.

Nays: (0) None.

Absent: (2) Allen, Houston.

*MOTION CARRIED*

**VIII. COMMITTEE REPORTS**

DISCUSSION: Details are included under each subsection.

Motion: Trustee Hawthorn motioned to approve the Committee Reports as presented.

Seconded by: Trustee Villanueva.

ROLL CALL: Ayes: (5) Cox, Hawthorn, Robinson, Verdin, Villanueva.

Nays: (0) None.

Absent: (2) Allen, Houston.

*MOTION CARRIED*

Finance: (p. 120) Treasurer Wyatt's report shows details from February 2023 with revenues at \$84,478.31 and expenses of \$76,944.76. The Cash and Investment balance for all funds is \$1,249,105.22. The Library has received another Property Tax Payment for 2022 which will be on the April 2023 Treasurer Report. Additionally, the PMA iPrime shares are arranged to be liquidated and the funds will be released to NCPL on

March 15th, 2023. **Action item:** Please set up an email with the Director, the Treasurer, Board President Robinson, Trustee Villanueva, and Attorney Hartman. The email can discuss further options for FDIC insurance. Attorney Hartman mentioned that the FDIC usually insures amounts up to \$250,000.00. The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.

**IT:**

**DISCUSSION:** Time was spent overviewing two projects, including replacing and updating the public and staff computers, and, secondly, updating or replacing the security camera system. Quotes were discussed in detail including differing cost, hardware, software, and other specifics.

**Motion:** Trustee Hawthorn motioned to approve the purchase of 30 computers from Imagetec for \$25,264.48. (p. 155).

**Seconded by:** Trustee Verdin.

ROLL CALL: **Ayes:** (5) Cox, Hawthorn, Robinson, Verdin, Villanueva.

**Nays:** (0) None.

**Absent:** (2) Allen, Houston.

*MOTION CARRIED*

**DISCUSSION:** Director Carlile is approved to install the other two high-end machines with specific software for the Studio and STEAM lab. If the quote to install the two high-end computers exceeds \$5000.00 it would require a vote.

**Motion:** Trustee Hawthorn motioned to approve the set up of the 28 pieces of equipment totaling the quoted \$4,200.00 (p. 154, option 2) and for Director Carlile to handle the installation fees of the remaining two machines.

**Seconded by:** Trustee Verdin.

ROLL CALL: **Ayes:** (5) Cox, Hawthorn, Robinson, Verdin, Villanueva.

**Nays:** (0) None.

**Absent:** (2) Allen, Houston.

*MOTION CARRIED*

**DISCUSSION:** The board had time to discuss options for security cameras. The options included upgrading EYES ON U (quote p. 159) which is an analog system with an option to switch companies to Wiilcom, (p.156-158), or Avali (p. 160) which is a cloud-based service. Prices and specifications were discussed in detail.

**Motion:** Trustee Verdin motioned to approve the quoted security camera plan from Avali (p. 160) for \$5,925.00.

**Seconded by:** Trustee Hawthorn.

ROLL CALL: **Ayes:** (2) Hawthorn, Verdin..

**Nays:** (3) Robinson, Villanueva.

**Abstention:** (1) Cox.

**Absent:** (2) Allen, Houston.

*MOTION FAILED*

**Maintenance:** None.

**Personnel:**

**DISCUSSION:** The personnel committee met to discuss staff reviews and raises. Staff raises are factored into the budget and will begin in the next fiscal year, in May 2023.

**Action item:** Please add PT and FT to names on the work chart.

**Motion:** Trustee Hawthorn motioned to allow for the Director to appropriate staff raises up to 3%.

**Seconded by:** Trustee Verdin.

ROLL CALL: **Ayes:** (5) Cox, Hawthorn, Robinson, Verdin, Villanueva.

**Nays:** (0) None.

**Absent:** (2) Allen, Houston.

*MOTION CARRIED*

**Technology:** None.

**Marketing:** Discussion included *Learn 6* Library cards and *Learn 10* for local professionals. Director Carlile and Eduardo Luna visited the high school with the bookmobile recently. The program with Senator Johnson will be attended by Mayor Rockingham this Saturday March 18, 2023 and will be promoted throughout the City. Lake County Treasurer Holly Kim will be coming in June for a financial literacy program. April is Poetry Month and will feature a Poetry event.

**Bookmobile:** None.

IX. **STAFF REPORTS:**

**DISCUSSION:** The library will be hosting a rummage sale and inviting churches. Old computer equipment can be sold at that time. Circulation of library materials has increased.

**Motion:** Trustee Hawthorn motioned to approve the Staff Reports as presented.

**Seconded by:** Trustee Villanueva.

ROLL CALL: **Ayes:** (5) Cox, Hawthorn, Robinson, Verdin, Villanueva.

**Nays:** (0) None.

**Absent:** (2) Allen, Houston.

*MOTION CARRIED*

**Director Report:** None

**Reference Department:** None.

**Children's Department:** None

**Technical Services:** None

**IT Department:** None.

**Circulation Department:** None.

**X. OLD BUSINESS: Previously discussed in the meeting.**

Computers: Discussed in the Reports section, under IT.

Security cameras: Discussed in the Reports section, under IT.

**XI. NEW BUSINESS**

ALA: ALA will be held in Chicago during June 22-27, 2023. Early registration ends March 31, 2023. **Action item**: Director Carlile can send the ALA Conference link to the Board members.

Raises: previously discussed.

Final Budget: The final budget is on page 163.

DISCUSSION: The board discussed topics related to the budget, such as the construction project and opportunities for additional grants.

Motion: Trustee Hawthorn motioned to approve the budget for NCPL Fiscal Year 2023-2024 totaling \$1,724,300.00.

Seconded by: Trustee Villanueva.

ROLL CALL: Ayes: (5) Cox, Hawthorn, Robinson, Verdin, Villanueva.

Nays: (0) None.

Absent: (2) Allen, Houston.

*MOTION CARRIED*

**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.

**XV. ADJOURNMENT**

DISCUSSION: The next Regular Board meeting is scheduled for April 11<sup>th</sup> at 6:30 p.m.

Motion: Trustee Hawthorn motioned to adjourn the meeting at 8:00 p.m.

Seconded by: Trustee Verdin.

ROLL CALL: Ayes: (5) Cox, Hawthorn, Robinson, Verdin, Villanueva.

Nays: (0) None.

Absent: (2) Allen, Houston.

*MOTION CARRIED*