

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

Tuesday, May 9, 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

President Robinson called the Regular Library Board of Trustees Meeting to order at 6:30 p.m. on Tuesday, May 9, 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): Jeanette Allen, Ebony Cox, Edward Houston, Etta Robinson, Giovanni Verdin.

Absent Trustees (2): Carmecia Hawthorn, Peter Villanueva.

Others Present (3): Director Lou Carlile, Jennifer Finnerty, Attorney Jim Hartman (virtual).

Please note: Trustee Peter Villanueva entered the room right after roll call was completed, at 6:31 p.m.

III. COMMENTS FROM PUBLIC: None.

IV. CORRESPONDENCE: None.

V. APPROVAL OF MINUTES

DISCUSSION: Approval of the Library Board Minutes from the April 11, 2023 meeting.

Motion: Trustee Allen motioned to approve the minutes.

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (6) Allen, Cox, Houston, Robinson, Verdin, Villanueva.

Nays: (0)

Absent: (1) Hawthorn.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: The bills are presented on page 10 of the May 2023 Board Packet. The new computers for the library are included in this month's bills. Trustees also discussed: an old invoice from Envisionware, that the Ernie Peterson invoice date is incorrect, Baker & Taylor date is incorrect, Imagetec's use of Wells Fargo for payment, Niche academy, tree pruning and the effect on the American Flag, and contractor license status with the City of North Chicago.

Motion: Trustee Allen motioned to approve the bills totaling \$42,764.55.

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (6) Allen, Cox, Houston, Robinson, Verdin, Villanueva.

Nays: (0)

Absent: (1) Hawthorn.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: The Visa Credit card statement is presented on page 68 of the May 2023 Board packet. Trustees discussed prices for ALA, membership renewals, discounts, and the ALA conference attendance that is scheduled for June 2023.

Motion: Trustee Allen motioned to approve the payment of the Visa credit card totaling \$6,285.63.

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (6) Allen, Cox, Houston, Robinson, Verdin, Villanueva.

Nays: (0)

Absent: (1) Hawthorn.

MOTION CARRIED

VIII. COMMITTEE REPORTS

DISCUSSION: Details are included under each subsection starting on page 162 of the May 2023 packet.

Finance: Treasurer Wyatt's report is on page 162 and shows Revenue totaling \$327,387.45. Expenses were \$84,910.12. Total funds equaled \$1,381,674.92. Trustees discussed that the City pays for the Library's healthcare and then the Library account is debited the amount to cover the payment at City Hall. Treasurer Wyatt and Director Carlile will be copied by email, regarding any future transfers for bills the city paid for and that the Library needs to cover.

Personnel: Please note: The board went into Executive session at 7:01 p.m.

DISCUSSION: Executive session is recorded and/or maintained as a transcript. Director Carlile and Jennifer Finnerty left the executive session at 7:01 p.m. and returned to the Regular session at 7:17 p.m. Attorney Hartman remained in the meeting virtually.

Motion: Trustee Allen motioned to move to executive session at 7:01 p.m. to discuss personnel, [5 ILCS 120/2 \(c\)\(1\)](#) annual reviews.

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (6) Allen, Cox, Houston, Robinson, Verdin, Villanueva.

Nays: (0)

Absent: (1) Hawthorn.

MOTION CARRIED

Executive session adjourned at 7:15 p.m.

Technology: The new server is planned to be an electronic server within a server that is housed here at NCPL.

Marketing: State Representative Rita Mayfield, Lake County Treasurer Holly Kim, and Senator Adriane Johnson are involved in Library programs at NCPL in June.

Bookmobile: The bookmobile is servicing its regular stops at this time. The bookmobile was invited to an event at a Church in Waukegan at the border of North Chicago in August.

IX. STAFF REPORTS: (Page 170).

DISCUSSION: Director Carlile will present at the ALA Conference this June 2023 on FOIA. ALA will issue a \$170 credit to his entrance fee in return for this participation.

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

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (6) Allen, Cox, Houston, Robinson, Verdin, Villanueva.

Nays: (0)

Absent: (1) Hawthorn.

MOTION CARRIED

Please note: Trustees spent time going over the staff reports.

Director Report: The City of North Chicago is using a new system with special line-item numbers in addition to the old-line item numbers. This new software will allow the Director to pull reports for the Library.

Reference Department: Bingo and Loteria were successful.

Children's Department: Please have staff put their name on reports that are submitted in the packet.

Technical Services: The cost for a NCPL card is \$50 per year and includes all services that are available within the Library building, excluding ILL and PC services.

IT Department: The new computers were discussed.

Circulation Department: Circulation statistics continue to go up.

X. OLD BUSINESS: Trustees discussed attending ALA in June 2023, including transportation, lodging, parking, and logins. **Action Item:** Some Trustees need additional

information to login to the app. Trustees and staff can register for specific sessions ahead of time; some sessions fill up fast.

XI. NEW BUSINESS:

Children

Children who use the library attained a staff-only code to enter the Community Room without Library permission. The actions were recorded on the library security cameras, and although police were consulted, it did not suffice to police action. The identities of some individuals were recorded and those patrons were banned for two weeks. The staff-only code was changed immediately. Trustees discussed security procedures including staff access to the security cameras during work hours for monitoring most areas of the library simultaneously. Ideas include having the security cameras viewable on a staff-only tablet for within the building.

Purchase of North Chicago Public Library cards

Currently a \$50 fee per year is the cost to obtain a NCPL Library card for unincorporated or out-of-town residential areas.

Sponsoring Local Schools

Trustees discussed sponsoring local schools. Trustees can also submit a letter of need to the City of North Chicago, for example, if a local school is in desperate need of a photocopy machine or new textbooks. Trustees can add this topic to the next year budget for consideration.

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

XV. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the Regular meeting at 7:55 p.m.

Motioned by: Trustee Allen

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (6) Allen, Cox, Houston, Robinson, Verdin, Villanueva.

Nays: (0)

Absent: (1) Hawthorn.

MOTION CARRIED