

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

Tuesday, August 8, 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

Madame President Robinson called the Regular Library Board of Trustees Meeting to order at 6:39 p.m. on Tuesday, August 8th, 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): Vice President Allen, Trustee Hawthorn, Trustee Houston, President Robinson, Trustee Villanueva.

Absent Trustees (2): Trustee Cox, Trustee Verdin.

Others Present (6): Reggie Boyson (North Chicago Step By Step Daycare), Library Director Carlile, William Coleman (North Chicago Think Tank), Jennifer Finnerty, Attorney Jim Magee (Virtual), Karina Martinez (Mano A Mano).

III. COMMENTS FROM PUBLIC

- A. Karina Martinez, Democracy in Action Fellow, from Mano a Mano Family Resource Center in North Chicago, spoke to the Library Board about Civic Participation in the North Chicago community through interviews and online surveys. The survey can be located online: link to the survey: <https://tinyurl.com/37m65j9y>. Anyone who lives in North Chicago is invited to complete the survey. Additionally, she is interested in interviewing 30 people in-person and can be contacted at kmartinez@mamfrc.org or 224-416-0067.
- B. William “Billy” Coleman, from the [North Chicago Think Tank](https://www.northchicagothinktank.org/), <https://www.northchicagothinktank.org/> which is a non-profit group, presented information to the Library Board including the goal of measurably improving the quality of life for people of North Chicago, by building local power, Black self-joy, health, and

financial stability. The group wants to increase literacy for ages 26+ and partners with Rosalind Franklin to help present information to people in North Chicago who cannot read. Typical information that is presented in ways other-than-print is: food sharing, link, WIC, and Section 8 housing. The group is currently operating out the African American museum at 503 N. Genesee in Waukegan. <https://theenglandmanor.com/>

- C. Reggie Boyson, from North Chicago's [Step by Step Daycare](#), entered the meeting at 6:41 p.m. to discuss his North Chicago Business at 2525 Sherman, a daycare for ages 6 weeks through 12 years. Here is the website: <https://www.facebook.com/sbysdaycare/>. His other companies are [J & J Homes](#) and [J & J Quality Living](#). Website: <https://jjqualityliving.com/> The North Chicago Public Library is considering adding a bookmobile stop at this local daycare. J & J Quality Living is offering financial literacy and programs to show how owning a home can cost less than renting, how to use a checkbook, how to use a credit line, and other financial literacy topics.

IV. CORRESPONDENCE: None

V. APPROVAL OF MINUTES

DISCUSSION: None.

Motion: Trustee Allen motioned to approve the Minutes from the Tuesday, July 11, 2023, Regular Library Board Meeting.

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

Absent: (2): Trustee Cox, Trustee Verdin.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: The Board discussed the bills. The board would like for personal names to be removed from the invoices, for example, the Library can ask the invoicing company to remove a librarian's name and instead list it as "Children's Department," "Adult Services Department," or even "North Chicago Public Library."

Motion: Trustee Allen motioned to approve the July 2023 Library Bills found in the August 2023 Board packet totaling \$18,925.74.

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

Absent: (2): Trustee Cox, Trustee Verdin.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: The board discussed the credit card statement. The discussion included removing personal names, an amazon credit, three separate payments for: landline phones, cell phones, and hot spots.

Motion: Trustee Allen motioned to approve the July 2023 Visa Credit Card payment for \$6,435.88 which is found in the August 2023 Board packet.

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

Absent: (2): Trustee Cox, Trustee Verdin.

MOTION CARRIED

VIII. COMMITTEE REPORTS

DISCUSSION: Details are included under each subsection.

Motion: Trustee Allen motioned to approve all of the July 2023 Committee and Staff Reports.

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

Absent: (2): Trustee Cox, Trustee Verdin.

MOTION CARRIED

Treasurer Vance Wyatt's Report, pages 126-165

Revenues totaled \$111,634.54 and expenses totaled \$256,466.12. The Cash balance for all funds was \$ 1,626,972.76. As a reminder, there was a double transfer of the June 21st, 2023 tax disbursement in the amount of \$188,819.56. The reverse transfer was processed in July. If the Board and Director would prefer to have their Funds from the Secretary of State of Illinois, Per Capita Grant and all other state funds deposited directly into the Library's account, please feel free to contact the Treasurer at vw Wyatt@NorthChicago.org or via phone 847-596-8628.

IT LAN: NCPL will utilize Rob from Imagetec to help purchase specific software for the project.

Policy Updates: None this month.

Maintenance: None.

Personnel: Personnel Committee Minutes: page 166, prepared by Treasurer Allen.

Technology: Public PCs have been upgraded. Next week the staff PCs will be done.

Marketing: Trustee Villanueva met with Billy from North Chicago Think Tank. Billy is helping the library to be more receptive to the community's needs.

Bookmobile: Trustee Hawthorn met with Reggie Boyson to discuss having a Bookmobile stop at the Daycare center in North Chicago, Step by Step Daycare.

- IX. STAFF REPORTS:** The board reviewed the Staff Reports. Suggestions included getting a photograph of the winner of the Library Tour program for PR purposes. Also, ideas for providing library card sign-up options at the widely attended food giveaway programs, as well as, promotion of the text-a-librarian services.

Director's Report: Page 169.

The report discusses Summer reading, activities such as the petting zoo, Fruit and Vegetable giveaways, the Board Retreat, ALA training, PrairieCat annual attendance, North Chicago Focus Group, and Records Retention at the City of North Chicago.

Reference Department Report: page 172.

Technical Services Report/Circulation: page 175.

Programming Assistant Report: page 177.

IT Dept: PC upgrade discussed earlier.

Children's Department: page 183.

- X. OLD BUSINESS:**

Construction project: Stay posted regarding Andy Dogan's committee meeting for 3D images of the renovations, within the next week.

Property Tax: The library receives property taxes.

Library BBQ: Friday August 18th at 5:30 p.m. Please attend and bring a friend!

Board Retreat: Saturday November 18th, 2023 at the Marriott Courtyard in Fountain Square.

Christmas party: Considerations include the Marriott Courtyard and Karaoke.

- XI. NEW BUSINESS**

Trustee Villanueva: discussed 1st year students and college preparation for teens.

President Robinson: suggested working on the Library budget at the Retreat. The City Comptroller can run reports for the library regarding the 1st quarter.

Director Carlile: mentioned that Weblinks is the website designer that was used in the past.

- XII. ITEMS FOR THE NEXT MEETING**

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 Tuesday, September 12th, 2023 at 6:30 p.m.

XIII. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the Regular meeting.

Motion: Trustee Houston requested to adjourn the Regular Board of Library Trustees meeting at 7:51 p.m.

Seconded by: Trustee Villanueva.

All in Favor: Ayes: (5): Vice President Allen, Trustee Hawthorn, Trustee Houston, President Robinson, Trustee Villanueva.

Nays: (0): None

Absent: (2): Trustee Cox, Trustee Verdin.

MOTION CARRIED UNANIMOUSLY.