

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

Tuesday, July 11, 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 July 11, 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 (6): Vice President Allen, Trustee Hawthorn, Trustee Houston, President Robinson, Trustee Verdin, Trustee Villanueva.

Absent Trustees (1): Trustee Cox.

Others Present: (2): Jennifer Finnerty, Attorney Jim Hartman (Virtual).

III. COMMENTS FROM PUBLIC: None

IV. CORRESPONDENCE

- A. President Robinson acknowledged that the North Chicago Public Library received a Per Capita Grant from Illinois Secretary of State Alexi Giannoulias in the amount of \$45,369.53. The Public Library Per Capita Grant allocates money for books, learning materials, staff, equipment, digital access, and new technology. A copy of the check and accompanying letter will be included in the final draft of the July 11, 2023 packet.
- B. President Robinson shared a patron's compliment. The patron requested a "Compliment Box" to be installed at the Library.

V. APPROVAL OF MINUTES

DISCUSSION: President Robinson thanked Vice President Allen for overseeing the June 13, 2023 meeting.

Motion: Trustee Allen motioned to approve the Minutes from the Tuesday, June 13, 2023, Regular Library Board Meeting.

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

Absent: (1): Trustee Cox.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: The Board discussed the bills.

Motion: Trustee Hawthorn motioned to approve the Library Bills found on page 11 of the July 2023 Board packet in the amount of \$24,196.79.

Seconded by: Trustee Houston.

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

Nays: (0): None

Absent: (1): Trustee Cox.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: The board discussed the credit card statement.

Motion: Trustee Allen motioned to approve the Visa Credit Card payment for \$2,899.59 which is found on page 81 of the July 2023 Board packet.

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

Absent: (1): Trustee Cox.

MOTION CARRIED

VIII. COMMITTEE REPORTS

DISCUSSION: Details are included under each subsection.

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

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

Absent: (1): Trustee Cox.

MOTION CARRIED

Treasurer Vance Wyatt's July 2023 Finance report: page 147

Revenues totaled \$530,805.33, Expenses totaled \$57,882.99, and the Cash balance was \$1,771,804.34. Treasurer Wyatt received the same property tax payment twice and awaits transfer of funds to reach the Library's account from the Lake County Treasurer's Office, which is expected in August 2023. The report on page 148 shows Real Estate Taxes Revenue equaling \$522,637.76.

Action: Library Trustees would like to know if the amount of the double payment is \$522,637.76, and will the library see a reversal on the account from the Lake County Treasurer's office for half that amount, approximately: \$261,318.88. There are five separate transactions regarding additional property tax income

6/12/2023	\$75,017.89
6/12/2023	\$11,576.70
6/21/2023	\$188,819.56
6/22/2023	\$188,819.56
6/30/2023	\$58,404.05
	<hr/>
	\$522,637.76

Maintenance:

Trustees discussed different products used on the carpet stain in the Lobby and finding other options to remove the stain. Trustees discussed the colors and tiles that were selected among other remodeling that is scheduled for this fall with other features such as updates to the sink, plumbing, and storage for the public and staff bathroom areas.

Personnel: Summer Interns, Ti'ara and Alonzo, are working at the Library through Jennifer Everett, Program Manager at Lake County Workforce Development.

Technology: None.

Marketing: Trustees discussed promoting mango languages and other programs around the city using yard signs. Family Fun Day is the most recent program to utilize yard signs for people who do not receive library e-newsletters, hard copy event flyers, or view the library's programs on Facebook or the library website. Trustees want to re-visit the website design with considerations including the library events on the home screen in a side view, catchy graphics, and a more user-friendly mobile work-up.

Bookmobile: Trustee Villanueva inquired about adding a stop weekly at a local daycare.

IX. STAFF REPORTS: The board reviewed the Staff Reports, starting on page 157.

DISCUSSION: **Action:** Suggestions to proofread the e-newsletter and website.

Suggestion to add Trustee Cox's name to the next e-newsletter.

Director Report

Reference Department

Children's Department

Technical Services

IT Department

Circulation

X. OLD BUSINESS: ALA

Trustees discussed ALA, including the graphic novel genre, number of people in attendance at ALA compared to previous years, comparison of ALA at Chicago versus other locations, how the conference can be improved and information to provide ALA with feedback regarding the June 2023 experience, midwinter ALA Conference, ALA committees, extra cost to attend ALA events, bus service, and badge scanning at exhibits but not at other points in the conference. Next year the ALA Annual Conference will be in San Diego, California, June 27, 2024-July 2, 2024.

XI. NEW BUSINESS:

PLA: The Public Library Association Conference is April 3-5 at the Greater Columbus convention Center in Columbus, Ohio. Registration will open in October 2023.

The Library Retreat:

Trustees discussed topics for the retreat to include: ALA learnings and a Strategic plan to cover the next 2-3 years at the North Chicago Public Library. Also, the preferred location for the retreat is the Marriott in Fountain Square. **Action:** Find out which dates are available at the Marriott and add to the next agenda include picking a date for the retreat at the Marriott. The best time is November before Thanksgiving, if possible.

Christmas Party:

Trustees discussed the Christmas party. **Action:** Can the Library begin to reserve the dates for, November 25th, December 1-2, 8-9, or the 15-16?

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 August 8th, 2023 at 6:30 p.m.

XV. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the Regular meeting.

Motion: Trustee Allen requested to adjourn the Regular Board of Library Trustees meeting at 7:45 p.m.

Seconded by: Trustee Hawthorn

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

Nays: (0): None

Absent: (1): Trustee Cox.

MOTION CARRIED