

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

Tuesday, September 12, 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 6:30 p.m. on Tuesday, September 12th, 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 Cox, Trustee Hawthorn, President Robinson, Trustee Verdin, Trustee Villanueva.

Absent Trustees (1): Trustee Houston.

Others Present (4): Director Carlile, Jennifer Finnerty, Attorney Jim Hartman (Virtual), Donald A. Stanley.

III. COMMENTS FROM THE PUBLIC

Donald A. Stanley was at the Board meeting to discuss that he works at Lake Forest College for 18+ years and is interested in starting a 501(c)(3) nonprofit organization to serve students in 11th and 12 grades. The organization will assist students with a focus on underserved and low-income homes in the Chicagoland area in finding financial aid, scholarships, and other opportunities after high school graduation. When the group is established, it hopes to meet with high school students at their school. The group would like to advertise at the library. Mr. Stanley will be in contact with the library again after the organization is established.

IV. CORRESPONDENCE: None.

V. APPROVAL OF MINUTES

DISCUSSION: None.

Motion: Trustee Allen motioned to approve the Minutes from the Tuesday, August 8th, 2023, Regular Library Board Meeting.

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

Absent: (1): Trustee Houston.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: The Board discussed the bills.

Motion: Trustee Allen motioned to approve the August 2023 Library Bills found in the September 2023 Board packet on page 11, totaling \$11,279.14.

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

Absent: (1): Trustee Houston.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: The board discussed the credit card statement.

Motion: Trustee Allen motioned to approve the August 2023 Visa Credit Card payment for \$3,265.67, which is found in the September 2023 Board packet on page 45.

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

Absent: (1): Trustee Houston.

MOTION CARRIED

VIII. COMMITTEE REPORTS

DISCUSSION: Details are included under each subsection.

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

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

Absent: (1): Trustee Houston.

MOTION CARRIED

Treasurer Vance Wyatt's Report, page 107 of the August 2023 packet.

Revenues totaled \$18,576.46 and expenses totaled \$76,213.30. The Cash balance for all funds equaled \$ 1,569,335.92. As a reminder, there was a double transfer of the June 21st, 2023 tax disbursement in the amount of \$188,819.56. Please feel free to contact the Treasurer at vwyatt@NorthChicago.org or via phone 847-596-8628.

IT LAN: The library is looking at various software with ImageTec.

Policy Updates: None this month.

Maintenance: None.

Personnel: None.

Technology: Public & Staff PCs have been upgraded. The project is completed. Old PCs are in the IT room.

Marketing: None.

Bookmobile: The bookmobile will be included in the Hispanic Heritage Parade.

- IX. STAFF REPORTS**: The board reviewed the Staff Reports. Suggestions included meeting to discuss the budget and the deadline of May 15th for Committee budgets. Topics can also be discussed at the Library Board Retreat on November 18th at the Courtyard by Marriott, located at 3800 Northpoint Blvd, Waukegan, IL.

Director's Report: Page 116.

The report discusses Overdrive, E-read IL, City Employee Library cards, Nonprofit meet and greet, Library podcasting, and the Library BBQ. Additionally, the report noted the City's new Chief of Staff, Greg Jackson, Williams Architects, and the City's Safety Committee.

Reference Department Report: page 118.

Children's Department: page 119.

Technical Services Report/Circulation: page 124.

Programming Assistant Report: page 128.

IT Dept: The next steps will be guided by the strategic plan found on page 136.

- X. OLD BUSINESS**:

Bathroom project(s): The bathroom renovation is underway. Kickplates were recently selected. The project can be done at any time. The board suggested getting quotes for automatic doors on the lobby bathrooms. Staff bathrooms are currently locked and

require a code to enter. Automatic entry to the staff lounge and/or staff bathroom door would need to consider how to accommodate or redesign the keycode. The board requests Architect Andy Dogan to attend a board meeting and to bring the 3D model of the project.

Roof project: The roof project is being managed by a construction company and will be done at a time that coincides with optimal weather conditions.

Christmas: The Christmas party room options were discussed, including considerations at the new Casino or Stevens restaurant.

XI. NEW BUSINESS:

Strategic Plan: The board can discuss the Strategic Plan at the Board Retreat.

Christmas Party: The Board can consider venues for the Christmas party, along with optimal dates and times.

Regular Board Meetings: The Board discussed options for changing the date of the Regular Board meeting. Currently, the Regular Board meeting remains on the Second Tuesday of the Month at 6:30 pm.

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, October 10th, 2023 at 6:30 p.m.

XIII. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the meeting.

Motion: Trustee Allen requested to adjourn the meeting at 7:42 p.m.

Seconded by: Trustee Villanueva.

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

Nays: (0): None

Absent: (1): Trustee Houston.

MOTION CARRIED