

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

Tuesday, April 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 6:37 p.m. 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 (4): Jeanette Allen, Edward Houston, Etta Robinson, Giovanni Verdin.

Absent Trustees (3): Ebony Cox, Carmecia Hawthorn, Peter Villanueva.

Others Present: Director Lou Carlile, Jennifer Finnerty, Attorney James Magee (virtual), Treasurer Vance Wyatt (virtual).

III. COMMENTS FROM PUBLIC: None.

IV. CORRESPONDENCE: None.

V. APPROVAL OF MINUTES

DISCUSSION: Approval of the Library Board Minutes from the March 14, 2023 meeting.

Motion: Trustee Allen motioned to approve the minutes.

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (4) Allen, Houston, Robinson, Verdin.

Nays: (0)

Absent: (3) Cox, Hawthorn, Villanueva.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: The bills are presented on page 10 of the April 2023 Board Packet.

Motion: Trustee Allen motioned to approve the bills totaling \$17,569.89.

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (4) Allen, Houston, Robinson, Verdin.

Nays: (0)

Absent: (3) Cox, Hawthorn, Villanueva.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: The Visa Credit card statement is presented on page 74 of the April 2023 Board packet.

Motion: Trustee Allen motioned to approve the payment of the Visa credit card totaling \$2,690.05.

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (4) Allen, Houston, Robinson, Verdin.

Nays: (0)

Absent: (3) Cox, Hawthorn, Villanueva.

MOTION CARRIED

VIII. COMMITTEE REPORTS

DISCUSSION: Details are included under each subsection.

Motion: Trustee Allen motioned to approve the Treasurer's report as presented on page 132 of the April 2023 Board packet.

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (4) Allen, Houston, Robinson, Verdin.

Nays: (0)

Absent: (3) Cox, Hawthorn, Villanueva.

MOTION CARRIED

Finance: Treasurer Vance Wyatt was present virtually and mentioned that the PMA was liquidated and deposited in the library's checking account in the amount of \$1,107,485.55. Additionally, there is a March transaction for Real Estate tax income of \$7,577.77. Interest showing \$2,760.00 is the interest earned from Old National Bank at the rate of 4.84% interest. Treasurer Wyatt stated that the Library's money is collateralized up to 102% with the City of North Chicago.

Action Item: President Robinson and the Board request for Director Carlile to reach out to the City's Comptroller Office to inquire about the details regarding the Expenditure taken from the Library's Account detailed as "Other: Comptroller's Office FY 22 Correction," with the withdrawn amount equaling, \$51,977.53. Action Item: The Board request for banking notifications to be arranged that will alert the Library Director when money is withdrawn from the account. Action Item: The Library Board requests for Treasurer Wyatt to change the name on the BNY MELLON account to reflect the appropriate name.

IT: The computer upgrade project quote is underway. Two high end computers are scheduled for installation on Thursday April 13th.

Maintenance: Trees are currently being serviced.

Personnel: The Board went into executive session later in the meeting.

Marketing: No report.

Bookmobile: The bookmobile is servicing its regular stops at this time. In the recent past the bookmobile helped to visit local schools to give out library cards.

IX. STAFF REPORTS: (Pages 163-180)

DISCUSSION: President Robinson remarked that there is an increase in checkouts and loans. Also, program attendance has increased since last year.

Please note: Treasurer Wyatt left the meeting following the approval of all the reports, at 7:00 p.m.

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

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (4) Allen, Houston, Robinson, Verdin.

Nays: (0)

Absent: (3) Cox, Hawthorn, Villanueva.

MOTION CARRIED

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

Director Report

Reference Department

Children's Department

Technical Services

IT Department

Circulation Department

- X. OLD BUSINESS**: Trustees discussed attending ALA. There is still time to attend virtually or in-person. Trustees can contact the Director to arrange attending the conference. Currently three staff, two board members, and the Director are attending.

Action Item: please set up ALA logins for the Trustees.

Please note: Trustee Hawthorn entered the meeting at 7:13 p.m.

XI. NEW BUSINESS: Policies 004 and 006.

DISCUSSION: Trustees spent time going over the new and the old versions of the two policies.

Motion: Trustee Allen motioned to approve the new policies 004 and 006 for the North Chicago Public Library, with corrections.

The policies cover:

1. #004 Library Cards and Circulation (page 188).
2. #006 Wireless Network Acceptable Use/Wi-Fi Policy (page 195).

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (4) Allen, Houston, Robinson, Verdin.

Nays: (0)

Absent: (2) Cox, Villanueva.

Abstain: (1) Hawthorn.

MOTION CARRIED

Please note: The board went into Executive session at 7:20 p.m.

DISCUSSION: Personnel.

Motion: President Robinson motioned to enter Executive Session at 7:20 p.m. in accordance with 5 ILCS 120/2(c)(1). Purpose: To discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Seconded by: Trustee Allen.

ROLL CALL:

Present: Allen, Hawthorn, Houston, Robinson, Verdin.

Absent: Cox, Villanueva.

Others present: Attorney James Magee (virtual).

Executive session adjourned at 7:40 p.m.

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 May 9, 2023 at 6:30 p.m. **Action item**: Update birthday cards and emergency contact information for the Board.

XV. ADJOURNMENT

DISCUSSION: Adjourn the Regular meeting at 7:47 p.m.

Motioned by: Trustee Allen

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (5) Allen, Hawthorn, Houston, Robinson, Verdin.

Nays: (0)

Absent: (2) Cox, Villanueva.

MOTION CARRIED