

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

Tuesday, October 10th, 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 welcomed all and called the Regular Library Board of Trustees Meeting to order on Tuesday October 10, 2023 at 6:47 p.m. in the Library Board Room, North Chicago Public Library.

**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 (3): Director Carlile, Jennifer Finnerty, Attorney Jim Hartman (Virtual).

**III. COMMENTS FROM THE PUBLIC**

None.

**IV. CORRESPONDENCE**: Madame President thanked the Library for the sympathy card that was given regarding the loss of her niece.

**V. APPROVAL OF MINUTES**

DISCUSSION: None.

Motion: Trustee Allen motioned to approve the Minutes from the Tuesday, September 12th, 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 Allen motioned to approve the September 2023 Library Bills found in the October 2023 Board packet on page 10, totaling \$14,189.52.

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*

**VII. APPROVAL OF VISA CREDIT CARD PAYMENT**

DISCUSSION: The board discussed the credit card statement.

Motion: Trustee Allen motioned to approve the September 2023 Visa Credit Card payment for \$2,692.26, which is found in the October 2023 Board packet on page 54.

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 September 2023 Committee and Staff Reports.

Seconded by: Trustee Houston.

Voice Vote: 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 Report** (page 112).

Revenues totaled \$202,848.15 and expenses totaled \$54,894.00. The Cash balance for all funds equaled \$ 1,717,290.07. Interest revenue totaled \$7,333.22. Please feel free to contact the Treasurer at [vw Wyatt@NorthChicago.org](mailto:vw Wyatt@NorthChicago.org) or via phone 847-596-8628.

**IT LAN:** The IT room has been cleaned and the room needs a portable AC unit.

**Policy Updates:** None.

**Maintenance:** Attorney Hartman will review the contract between the library and the Construction company. The construction manager is approved to attain bids and permits. The roof project, entrance project, public bathroom, and staff lounge bathroom areas are stated for improvements. The contractor is requesting a delay in starting the bidding process, permits, and construction until 2024. The Library Director and the Library Attorney Hartman will meet with Andy Dogan and the construction manager to solidify the start dates for the project.

**Personnel:** A meeting is scheduled for Friday.

**Technology:** The sound studio is being used regularly.

**Marketing:** None.

**Bookmobile:** A small DVD collection has been added to the Bookmobile.

**IX. STAFF REPORTS:** The board reviewed the Staff Reports.

**Director's Report:** The report discusses the budget, the Board retreat, podcasting, Employee Connections, Staff Training day, among other topics.

**Reference Department**

**Children's Department**

**Technical Services**

**Programming Assistant Report**

**IT Dept**

**Circulation**

**X. OLD BUSINESS:** The Board reviewed various topics.

**Construction project:** The projects were discussed at length.

**Property Tax:** The library can ask the City to increase the levee.

**Board Retreat:** It is the Saturday following the Regular Board meeting.

**Christmas Party:** Ideas for the party were discussed.

**Board Meeting date:** The board meets the second Tuesday of the Month at 6:30.

**Strategic Plan:** This plan will be discussed at the Board Retreat.

**XI. NEW BUSINESS:** An application for Library Board Trustee has been received during the Month of September and is included in the October Board packet. The library board currently has 7 Trustees and can add an 8<sup>th</sup> Trustee. It can be voted on during the November 2023 Board Meeting.

**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, November 14th, 2023 at 6:30 p.m.

**XIII. ADJOURNMENT**

DISCUSSION: Trustees request to adjourn the meeting.

Motion: Trustee Allen requested to adjourn the meeting at 7:53 p.m.

Seconded by: Trustee Houston.

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

Nays: (0): None

Absent: (1): Trustee Cox.

*MOTION CARRIED*