

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

Tuesday, December 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 welcomed all and called the Regular Library Board of Trustees Meeting to order on Tuesday, December 12th, 2023, at 6:35 p.m. in the Library Board Room, at the North Chicago Public Library.

COMMITTEE ASSIGNMENT

Marketing: Cox, Hawthorn, Robinson, Villanueva

Technology: Allen, Robinson, Verdin

Personnel: Allen (Chair), Cox, Robinson

Policy: Cox, Houston, Robinson,

Finance: Allen, Robinson, Villanueva,

Maintenance: Allen, Houston (Co-Chair), Robinson

Bookmobile: Hawthorn, Robinson

II. ROLL CALL

Trustees Present (5): Hawthorn, Houston, Robinson, Verdin, Villanueva

Absent Trustees (2): Allen, Cox

Others Present (5): Director Carlile, Andy Dogan (Virtual), Jennifer Finnerty, Attorney James Hartman (Virtual), Zach Swanson (Virtual).

Late: Allen. Note: Trustee Allen was let into the meeting virtually after the roll call completed.

SPECIAL VOTE

DISCUSSION: Electronic Attendance.

Section 2.01 of OMA and (5 ILCS 120/7) requires a quorum of members to be physically present at the location of the open meeting in order to allow other members to attend the meeting by video or audio conference if they are prevented from physically attending the meeting for certain specific reasons, including: personal illness, disability, employment reasons, or family reasons. A majority of the members present at the meeting must approve remote attendance.

Motion: Trustee Hawthorn motioned to allow Trustee Allen attend the meeting virtually through Zoom.

Seconded by: Trustee Verdin.

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

Nays: (0): None.

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

MOTION CARRIED

III. COMMENTS FROM PUBLIC: None.

IV. PRESENTATION: corresponds with pages 99-108 of the Dec. Board packet. Andy Dogan from Williams Architects and Zach Swanson from SMC Construction were in attendance virtually to discuss bid results with the board for the construction projects. Zach Swanson gave an overview of six bid packets and offered Options A, B, & C. The library is over budget by 3.5%. Originally, the library budgeted for \$798,328.00 and the current review is at \$825,316.00. These cost increases are within the construction contingency. Examples of unforeseen costs were understood as possible roof problems that aren't visible until the roof comes off, or if you want to add something later that wasn't included in the original plan, such as tiling of a hallway, for example. The project is looking to start March 1st, 2024. Payments are given as the project progresses. The contractor will submit bills each month for completed portions of the project to Zach. Zach from SMC will collect the bills from contractors and submit the bills to Andy Dogan for approval. Andy Dogan will forward the approved bills to the Library board for final approval of payment.

VOTE TO APPROVE OPTION C (page 105)

Motion: Trustee Allen motioned to approve Option C for the North Chicago Public Library Interior & Exterior Renovation.

Seconded by: Trustee Verdin.

ROLL CALL: Ayes: (6): Allen (Virtual), Hawthorn, Houston, Robinson, Verdin, Villanueva.

Nays: (0): None.

Absent: (1): Trustee Cox.

MOTION CARRIED

V. CORRESPONDENCE: A \$500 donation from Lombardi's was given to the Library.

VI. APPROVAL OF MINUTES

DISCUSSION: Two dates of Library Board Minutes to approve.

Motioned by: Trustee Houston motioned to approve the October 10, 2023 and November 14, 2023 Library Board Minutes.

Seconded by: Trustee Hawthorn.

ROLL CALL: Ayes: (6): Allen (Virtual), Hawthorn, Houston, Robinson, Verdin, Villanueva.

Nays: (0): None.

Absent: (1): Trustee Cox.

MOTION CARRIED

VII. APPROVAL OF BILLS PAYABLE (p. 10)

DISCUSSION: None.

Motioned by: Trustee Hawthorne motioned to approve the Bills totaling \$13,688.98.

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (6): Allen (Virtual), Hawthorn, Houston, Robinson, Verdin,
Villanueva.

Nays: (0): None.

Absent: (1): Trustee Cox.

MOTION CARRIED

VIII. APPROVAL OF VISA CREDIT CARD PAYMENT (p. 53)

DISCUSSION: None.

Motioned by: Trustee Hawthorn motioned to approve the Visa Credit Card payment totaling \$1,449.30.

Seconded by: Trustee Houston.

ROLL CALL: Ayes: (6): Allen (Virtual), Hawthorn, Houston, Robinson, Verdin,
Villanueva.

Nays: (0): None.

Absent: (1): Trustee Cox.

MOTION CARRIED

IX. COMMITTEE REPORTS & STAFF REPORTS

DISCUSSION: Details are included under each subsection.

Motioned by: Trustee Houston motioned to approve the Committee Reports and Staff Reports.

Seconded by: Trustee Villanueva

ROLL CALL: Ayes: (6): Allen (Virtual), Hawthorn, Houston, Robinson, Verdin,
Villanueva.

Nays: (0): None.

Absent: (1): Trustee Cox.

MOTION CARRIED

Finance: The Monthly Treasurer's Report is found on page 74, for the period ending November 30th, 2023. Revenues totaled \$59,266.74 and expenses totaled \$60,954.62. The Cash balance was \$1,736,217.96. Trustees noted on page 79, that the interest earned last year was \$3,992.93. This year, the interest earned is \$ \$58,080.13.

Policy: None.

Maintenance: The library window in the Community Meeting Room was hit by a stray bullet. The City of North Chicago police were given 24 hours of video surveillance and an investigation of the bullet didn't find a definitive source. The library will replace the window and submit the bill to the City of North Chicago.

Personnel: There is a personnel meeting scheduled in December.

Technology: Rob will finish the server transfer soon. Also, the library's access points are at the end-of-life and should be replaced every 3-7 years. In addition to these two topics, Comcast Fiber is 90% reimbursed by E-rate and has equal upload and download

advancements. The library can go out to bid with E-rate in July 2024 for brick batteries, Fiber, access points, and any additional hotspots.

Marketing: Trustee Hawthorn will have a meeting in January to discuss the Library's 1st podcast.

Bookmobile: The bookmobile has a cosmetic ceiling covering that is falling down.

X. STAFF REPORTS: The board reviewed the Staff Reports. Pages 81-96.

Director's Report

Reference Department

Children's Department

Technical Services

Programming Assistant Report

XI. OLD BUSINESS:

A. Retreat: The board retreat in November went well. The board discussed the strategic plan, library database resources, and the next Board retreat.

B. Christmas party: Please meet this Friday, December 15th, 2023 at Bowlero Bowling Alley from 5:30-7:30 pm. Staff and Board can bring one guest and the Friends of the Library group can attend the in-person event to enjoy bowling, food, and fun.

C. Library Board: The board has two vacant seats to fill and seeks interested candidates. Names are submitted to the Mayor's Office.

D. Budget: Directory Carlile is scheduled to meet December 15th with the City Comptroller and the Chief of Staff to discuss the Library's budget.

XII. NEW BUSINESS

Serving out Public 4.0: Standards for Illinois Public Libraries is published by ALA and provides statewide public library standards as a guide for librarians, staff, and Board of Trustees to discuss during budget preparation and strategic planning. The regular review helps the library evaluate its progress over the years toward becoming an ideal library for its community.

This document is studied by the Board annually. The Board reviewed Chapter 1, which goes over Core Standards. There are 23 Core Standards. To summarize, public library statistics are collected from over 9,000 libraries and is shared by the Institute of Museum and Library Services with data for individual public libraries agreeing to collect public library data using the Public Library Definition as detailed: A public library is an entity that is established under state laws to serve a community, district, or region, and it provides at least the following: 1. An organized collection, 2. paid staff to manage the collection and provide access, 3. regular hours of operation to serve the public, 4. the facilities necessary to support the collection, staff, and schedule, and 5. it is supported in whole or part with public funds.

23 Core Standards (Summarized)

- Core 1: The library provides friendly and reliable services to all users.
- Core 2: The library operates with Chapter 7 of the ILCS.
- Core 3: The library is governed by a board of trustees under Chapter 7 of the ILCS.
- Core 4: The library complies with state and federal laws of operations.
- Core 5: The library adopts ALA's Library Bill of Rights & Intellectual freedom statements.
- Core 6: The library adopts the ALA Code of Ethics and the Public Library Trustee Ethics Statement.
- Core 7: The board of trustees adopts written bylaws that outline the board's purpose and procedures.
- Core 8: The board appoints a qualified MLIS librarian as an administrator and delegates management of the library to that administrator.
- Core 9: The board of trustees meets regularly and in accordance with the ILCS and OMA.
- Core 10: The board of trustees has control of the property and money collected, donated, or appropriated for the library.
- Core 11: The library has a board approved budget developed annually.
- Core 12: The board determines if revenues are sufficient to meet the needs of the community and takes action to increase the library's revenues.
- Core 13: There's a mission statement, strategic plan, disaster plan, collection management policy, personnel policy, technology plan, and other policies to operate.
- Core 14: The library administrator presents monthly reports, statistics, and fiscal reports.
- Core 15: The board reviews the performance of the library administrator.
- Core 16: The library is a member of an Illinois regional library system and is a partner with ILLINET for ILL and reciprocal borrowing.
- Core 17: The library provides resource sharing via ILL and reciprocal borrowing.
- Core 18: The library utilizes methods to communicate with its community.
- Core 19: The library is located in a facility that is designed for library purposes and comply with all local, state, and federal codes.
- Core 20: A library is open at least 15 hours a week. See IL Administrative Code.
- Core 21: The library appropriates its budget for personnel, benefits, materials, and operating expenses.
- Core 22: The library board and staff promote the collection and services to the community.
- Core 23: The library conducts a review at least every 5 years to determine the manner to meet the needs of the community.

XIII. 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, January 9th, 2024 at 6:30 p.m.

XIV. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the meeting.

Motion: Trustee Houston requested to adjourn the meeting at 7:56 p.m.

Seconded by: Trustee Hawthorn.

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