

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

Saturday, November 18, 2023, 9:00 a.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 Library Board Retreat to order on Saturday, November 18th, 2023, at 9:39 a.m. at the Courtyard by Marriott Chicago Waukegan/Gurnee, 3800 Northpoint Blvd, Waukegan, IL 60085. President Robinson thanked everyone for participating in the annual board retreat.

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): Vice President Allen, Trustee Hawthorn, Trustee Houston, President Robinson, Trustee Verdin.

Absent Trustees (2): Trustee Cox, Trustee Villanueva.

Others Present: (2): Director Carlile, Jennifer Finnerty.

III. APPROVAL OF BILLS PAYABLE

DISCUSSION: The Board discussed the bills.

Motion: Trustee Allen motioned to approve the Library Bills found in the November 2023 Board packet on page 10, totaling \$15,289.70.

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

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

MOTION CARRIED

IV. 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 totaling \$4,081.04, found in the November 2023 Board packet on page 71.

Seconded by: Trustee Hawthorn.

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

Nays: (0): None

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

MOTION CARRIED

V. ICEBREAKER ACTIVITY: Two truths and a lie.

VI. ELECTION OF OFFICERS: Terms are slated so that not all office terms expire at the same time. The next election will be held in June 2024.

A. **TREASURER OFFICE:** The treasurer is authorized by the Board to serve on the finance committee and oversee the financial records and funds of the Library. Treasurer Allen nominated Trustee Villanueva.

Call to vote for Trustee Villanueva as Board Treasurer

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

Nays: (0): None

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

ELECTION CARRIED: Trustee Villanueva was re-elected as Treasurer.

B. **SECRETARY OFFICE:** The secretary shall oversee the Library minutes of all board meetings. Trustee Houston nominated Trustee Hawthorn. Trustee Hawthorn nominated Trustee Cox. A call to vote by secret ballot was issued.

Votes for Trustee Hawthorn: (4)

Votes for Trustee Cox: (1)

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

ELECTION CARRIED: Trustee Hawthorn was re-elected as Secretary.

C. **VICE PRESIDENT:** The vice president, in the absence of the president, shall assume all duties of the president. Trustee Houston nominated Trustee Allen.

Call to vote for Trustee Allen as Vice President

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

Nays: (0): None

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

ELECTION CARRIED: Trustee Allen was re-elected as Vice President.

D. **PRESIDENT:** The president shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, be the spokesperson for the Board of Library Trustees, and perform all other such duties as may be assigned

by the Board. Trustee Allen nominated Trustee Robinson. Trustee Robinson nominated Trustee Verdin. A call to vote by secret ballot was issued.

Votes for Trustee Robinson: (5)

Votes for Trustee Verdin: (0)

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

ELECTION CARRIED: Trustee Robinson was re-elected as President.

VII. LIBRARY SERVICES OVERVIEW

- A. DISCUSSION: President Robinson reminded the Board to discuss and promote *publicly* library services, specifically things that are already decided, not bids, personnel, or options that haven't been decided.
- B. ONLINE RESOURCES: The Library board received an overview of various databases that the Library currently subscribes to, including: Tutor.com, Tumblebooks, Nuway, Mango, Learning Express, A-Z databases, OCLC First Search, Niche Academy, Auto Repair Source, Museum Adventure Pass, Libby App, Consumer Health, Consumer Reports, Ebsco, and Novelist. These resources were discussed and explored at length.
- C. PASSPORTS: The library will be a location to accept passport applications.
- D. RECORDING STUDIO: The library has a full recording studio. Patrons currently use it and it can be promoted for public use.
- E. Board members discussed and offered suggestions for the Library Director to add or enhance various library services.

VIII. STRATEGIC PLAN

Director Carlile gave an overview of the Strategic plan, noting that the last plan was done in 2017. A copy of the Strategic plan is available in the November Board packet on page 169. The plan focuses on three achievable goals: Balancing the collection, making the library a multi-functional space, and providing enhanced marketing and customer services. The plan was discussed at length. Highlights included: updating areas: multi-functional floor space and technology, service desks, print-copy-fax, print-from-home, self-checkout, VR goggles, telephones, meeting rooms, security cameras, shelves and carpeting, teen area updates, and customer service and outreach training for staff.

- IX. ADJOURNMENT:** The meeting adjourned at 1:55 p.m. The next Board of Trustees meeting is set for Tuesday, December, 12th, 2023 at 6:30 p.m.