

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

Tuesday, January 9, 2024, 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, January 9th, 2023, at 6:47 p.m. in the Library Board Room, at the 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 (4): VP J. Allen, Hawthorn, Houston, Robinson.

Absent Trustees (3): Cox, Verdin, Villanueva.

Others Present (9): Alderman Bobby Allen, Janay Allen, Director Carlile, Carolyn Clark, Jen Finnerty, Attorney Hartman (Virtual), Andrea Hudson, Daniel Hudson, Daniel Hudson II.

Note: Trustee Beverly Allen was sworn in at 6:50 p.m.

III. COMMENTS FROM PUBLIC: None.

IV. NEW BOARD MEMBER

Madame President Robinson and the Library Board welcomed a new Board member this month. Trustee Beverly Allen was sworn in and introduced herself to the group. The present Trustees also gave a brief introduction and overview of their position on the Library Board.

V. CORRESPONDENCE: Staff located an online Obituary of former NCPL Staff member, June Patterson. June passed away New Year's Eve, Saturday December 31, 2023. June Patterson retired from her Circulation Clerk position on Thursday June 30, 2022.

VI. APPROVAL OF MINUTES (p. 4)

DISCUSSION: Minutes from December 12th and November 18th meetings are included in the January 2024 Board packet.

Motion by: Vice President Jeanette Allen motioned to approve the minutes from December 12, 2023 and November 18, 2023.

Seconded by: Secretary Carmecia Hawthorn

ROLL CALL: Ayes: (4) Jeanette Allen, Carmecia Hawthorn, Edward Houston, Etta Robinson.

Nays (0): None

Absent (3): Ebony Cox, Giovanni Verdin, Peter Villanueva

Abstain (1): Beverly Allen

MOTION CARRIED

VII. APPROVAL OF BILLS PAYABLE (p. 14)

DISCUSSION: Trustees discussed the bills.

Motion by: Vice President Jeanette Allen motioned to approve the bills totaling \$22,232.28.

Seconded by: Secretary Carmecia Hawthorn

ROLL CALL: Ayes: (4) Jeanette Allen, Carmecia Hawthorn, Edward Houston, Etta Robinson.

Nays (0): None

Absent (3): Ebony Cox, Giovanni Verdin, Peter Villanueva

Abstain (1): Beverly Allen

MOTION CARRIED

VIII. APPROVAL OF VISA CREDIT CARD PAYMENT (p. 52)

DISCUSSION: Trustees discussed the credit card payment. This payment covers the replacement of a window in the Community Room. In addition, the credit card issuer changed names from 1st Midwest to Old National. This name change caused a new card number to be issued. The library has only one credit card which is now called Old National.

Motion: Vice President Jeanette Allen motioned to pay the credit card bill totaling \$5,117.05.

Seconded by: Secretary Carmecia Hawthorn

ROLL CALL: Ayes: (4) Jeanette Allen, Carmecia Hawthorn, Edward Houston, Etta Robinson.

Nays (0): None

Absent (3): Ebony Cox, Giovanni Verdin, Peter Villanueva

Abstain (1): Beverly Allen

MOTION CARRIED

IX. COMMITTEE REPORT (p. 145)

DISCUSSION: Details are included under each subsection.

Motion: Vice President Jeanette Allen motioned to approve all the Reports including the Committee Reports and the Staff Reports.

Seconded by: Secretary Carmecia Hawthorn.

VOICE VOTE ALL IN FAVOR:

Ayes: (4) Jeanette Allen, Carmecia Hawthorn, Edward Houston, Etta Robinson.

Nays (0): None

Absent (3): Ebony Cox, Giovanni Verdin, Peter Villanueva

Abstain (1): Beverly Allen

MOTION CARRIED

Finance: The Monthly Treasurer's Report is found on page 145, for the period ending December 31st, 2023. Revenues totaled \$27,463.57 and expenses totaled \$73,449.27. The Cash balance was \$1,690,232.26. The interest earned totaled \$7,926.64.

IT Lan: None.

Maintenance: Trustee Edward Houston discussed the construction update. Director Carlile presented the architect's idea to keep the existing sewer line.

Personnel: Director Carlile will be doing job reviews and presented raises of 3% budgeted into the next fiscal year. Minimum wage in Illinois is now \$14.00 and the Library's six part-time staff will receive at least this amount.

Technology: Director Carlile discussed the e-rate bid for new access points, switches. In February 2024, the Library will accept the lowest bid for this project. Four access points can be replaced and another access point can be added.

Director's Report: The library has a new audio podcast featuring the Adult Services Librarian Jay Theobald, the Children's Librarian Joan Battley, and the Programming Assistant Leah Martinez. This is the Library's first podcast and promotes the library's programs and events. Future podcasts can be for patrons to learn how to place a hold on a book, how to use the Recording Studio, among other topics of interest.

Marketing: Trustee Carmecia Hawthorn and Trustee Peter Villanueva would like to set up a marketing meeting with Director Carlile and Madame President Robinson. Topics discussed included Facebook live, marquee sign, inter-departmental marketing at City Hall specifically Community Information Coordinator Hombre Darby's newsletter, and social media platforms.

Policy: None.

X. STAFF REPORTS: The board reviewed the Staff Reports. (p. 152)

Director's Report
Reference Department
Children's Department
Technical Services
Programming Assistant

XI. OLD BUSINESS: The construction project and the budget were discussed earlier in the meeting.

XII. NEW BUSINESS: Serving Our Public overview of Chapters 2 and 3. Chapter 2 is about governance and administration of the Library and chapter three is about Personnel.

XIII. ITEMS FOR NEXT MEETING AGENDA

Next Meeting preparations: Please contact Director Carlile or Madame President Robinson regarding any topics to be discussed at the next meeting. The next meeting is scheduled for Tuesday, February 13, 2024 at 6:30 p.m.

XV. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the meeting.

Motion: Vice President Jeanette Allen motioned to adjourn the meeting.

Seconded by: Trustee Edward Houston.

VOICE VOTE ALL IN FAVOR:

Ayes: (4) Jeanette Allen, Carmecia Hawthorn, Edward Houston, Etta Robinson.

Nays (0): None

Absent (3): Ebony Cox, Giovanni Verdin, Peter Villanueva

Abstain (1): Beverly Allen

MOTION CARRIED