

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

Tuesday, March 12, 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, March 12th, 2024, at 6:31 p.m. in the Library Board Room, at the North Chicago Public Library.

COMMITTEE ASSIGNMENT

Executive Committee as a Whole: Library Director Louis Carlile, Madame President Etta Robinson (Chair)

Attorney: James “Jim” C. Hartman, Magee Hartman, P.C.

Marketing: Secretary Carmecia Hawthorn, Trustee Edward Houston, Trustee Peter Villanueva

Technology: Trustee Giovanni Verdin

Personnel: Trustee Beverly Allen, Vice President Jeanette Allen (Chair), Secretary Carmecia Hawthorn (Co-Chair), Trustee Giovanni Verdin

Policy: Trustee Houston, Trustee Giovanni Verdin (Chair)

Finance: Vice President Jeanette Allen, Trustee Villanueva

Maintenance: Vice President Jeanette Allen, Secretary Carmecia Hawthorn (Chair), Trustee Edward Houston (Co-Chair)

Bookmobile: Secretary Carmecia Hawthorn

II. ROLL CALL

Trustees Present (5): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson,

Late (1): Trustee G. Verdin entered the meeting at 6:45 p.m.

Absent Trustees (1): P. Villanueva

Others Present: (3): Director L. Carlile, J. Finnerty, Attorney J. Hartman (Virtual).

Visitor: Alderman Anthony Coleman entered the meeting at 7:47 p.m.

III. COMMENTS FROM PUBLIC: None.

IV. NEW BOARD MEMBER: There is a new board member and more information will be available soon.

V. PRESENTATION: Mrs. King gave a presentation of District 187’s progress over ten years and the State of IL’s decision to give the school district back to the local community by allowing a local school board starting in April 2025. A flyer was given to

all in attendance and the information should be shared locally and on social media. Especially the March 19th event from 6-9 p.m. at the North Chicago High School which will include food, fun, and child care. The event will go over what a school board does, how to be fiscally responsible for achievement and well-being, as well as proper encouragement and training for becoming a school board member.

VI. CORRESPONDENCE: None.

VII. APPROVAL OF MINUTES (p. 5)

DISCUSSION: None.

Motion: Vice President J. Allen motioned to approve the February 13, 2024 minutes.

Seconded by: Secretary C. Hawthorn.

ROLL CALL: Ayes: (5): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson

Nays: (0): None

Abstain (1): G. Verdin. (Trustee Verdin entered the meeting at 6:45 p.m.)

Absent: (1): P. Villanueva.

MOTION CARRIED

VIII. APPROVAL OF BILLS PAYABLE

DISCUSSION: Newsbank allows for digital access to the news in the library and remotely. Patrons can login at home or anywhere with a valid NCPL library card.

Motion: Vice President J. Allen motioned to approve the February 2024 bills totaling \$14,395.18.

Seconded by: Secretary C. Hawthorn.

ROLL CALL: Ayes: (6): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson, G. Verdin.

Nays: (0): None

Absent: (1): P. Villanueva

MOTION CARRIED

IX. APPROVAL OF VISA CREDIT CARD PAYMENT (p. 56)

DISCUSSION: None

Motion: Vice President J. Allen motioned to approve the February 2024 Visa credit card payment totaling \$4,496.21.

Seconded by: Secretary C. Hawthorn.

ROLL CALL: Ayes: (6): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson, G. Verdin.

Nays: (0): None

Absent: (1): P. Villanueva

MOTION CARRIED

X. COMMITTEE REPORTS

DISCUSSION: Details are included under each subsection.

Motion: VP. J. Allen motioned to approve the committee reports, department head reports, and staff reports, including all reports that are in the board packet.

Seconded by: Secretary C. Hawthorn.

ROLL CALL: Ayes: (6): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson, G. Verdin.

Nays: (0): None

Absent: (1): P. Villanueva

MOTION CARRIED

Maintenance: Trustees discussed the renovation project. New permits are registered with the city, money is paid, contractors register with the City of North Chicago, then contractors are allowed to work after the city approves the contractor and the permits. Zach, the SMC representative allotted two weeks to clear the contractors prior to the scheduled start date of March 18th, 2024. There is a delay in approving the contractors and the new start date is Friday, March 22nd. The plan is to set up on Friday, then barricade and demolish on Monday, March 25, 2024.

Please note: The board went into Executive session from 7:00 p.m. – 7:30 p.m.

Personnel: The personnel committee met last Wednesday for personnel review. Trustees discussed moving into closed session to discuss the topic further.

Motion: Secretary C. Hawthorn motioned to pause the Regular Board meeting at 7:00 p.m. and move into Executive session pursuant to 5 ILCS 120/2(c)(1).

Seconded by: Vice President J. Allen.

Present: (6): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson, G. Verdin.

Others present: (1): Attorney James Magee (Virtual).

Executive session adjourned at 7:30 p.m. and returned to the Regular board meeting.

IT: Trustees discussed a chat bot and companies that are compatible with wordpress, which is the format used for the NCPL website. Trustees would like to meet and go over Website statistics and the options for a chatbot.

Marketing: The library will order character costumes in the near future.

Bookmobile: The bookmobile had a wheel repair. Trustees will meet to discuss upgrading the Bookmobile's decoration.

Note: A City of North Chicago Alderman, Anthony Coleman, entered the meeting during the staff reports.

- XI. **STAFF REPORTS:** The board reviewed the staff reports.
Director's Report: Passport services set to start on April 1, 2024.
Reference Department
Children's Department
Technical Services
Programming Assistant

XII. OLD BUSINESS:

Construction project: This topic was discussed earlier in the maintenance section of Committee reports.

Budget: The director discussed the Library's budget including: a net gain for the year, an increase of 3%, a deficit carryover from the delayed Construction, and \$35,000 set aside for equipment including security cameras.

Motion: Trustee E. Houston motioned to approve the budget as presented.

Seconded by: Secretary C. Hawthorn.

ROLL CALL: Ayes: (6): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson, G. Verdin.

Nays: (0): None

Absent: (1): P. Villanueva

MOTION CARRIED

Serving our public: A brief overview of Chapters 6, 7, 8, & 9.

XIII. NEW BUSINESS

Trustees discussed attending ALA and the costs associated with attending the Conference in San Diego from June 27-July7, 2024. Trustees who attend ALA should prepare a report to share with the group regarding the workshops that are attended.

XIV. 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, April 9, 2024 at 6:30 p.m.

XV. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the meeting.

Motion: VP J. Allen motioned to adjourn the meeting.

Seconded by: Trustee E. Houston

VOICE VOTE ALL IN FAVOR:

Ayes: (6): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson, G. Verdin.

Nays: (0): None

Absent: (1): P. Villanueva

MOTION CARRIED