

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

Tuesday, June 11, 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

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I. CALL TO ORDER

Madame President Robinson welcomed all and called the Regular Library Board of Trustees Meeting to order on Tuesday, June 11th, 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)

Policy: Trustee Edward Houston, Trustee Giovanni Verdin (Chair)

Finance: Vice President Jeanette Allen, Trustee Peter Villanueva

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

Bookmobile: Trustee Beverly Allen, Secretary Carmecia Hawthorn

II. ROLL CALL

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

Absent Trustees (1): E. Cox.

Late:(2): E. Houston arrived just after the roll call, at 6:40 p.m.

G. Verdin arrived later in the meeting.

Others Present: (2): Director L. Carlile, Attorney J. Hartman (Virtual).

Sworn-In: (1): Trustee L. Brown was sworn-in to the Library Board during the first 7 minutes of the meeting.

III. COMMENTS FROM PUBLIC: None.

IV. CORRESPONDENCE (p. 4)

The library received a grant for \$27,500.00 from the Secretary of State, Alexi Giannoulis to improve the library’s technology infrastructure. Purchases will improve the library’s business center, including expanded equipment for patrons to have zoom meetings, etching equipment for the stem lab, woodburning equipment, laptops for computer classes, etc. The library has two years to spend the grant.

Patrons gave positive feedback regarding the adult library program called: “Stop the Bleed,” which was presented by Lake County, IL.

Lastly, correspondence is presented for the Per capita grant in the amount of \$45,677.12.

V. SWEARING IN OF NEW BOARD MEMBER

A former board member, Mr. Lawrence Brown was reappointed by Mayor Rockingham Jr. and approved to be sworn-in. Trustee Brown took the oath of office facilitated by Madame President Robinson.

VI. APPROVAL OF MINUTES (p.6)

DISCUSSION: The minutes should show Trustee Cox as absent for the May 2024 meeting.

Motion: Vice President J. Allen motioned to approve the May 14, 2024 minutes.

Seconded by: Trustee C. Hawthorn.

ROLL CALL: Ayes:(6): B. Allen, J. Allen, C. Hawthorn, E. Huston, E. Robinson, P. Villanueva

Nays:(0): None

Absent:(2): E. Cox, G. Verdin.

Abstain:(1): L. Brown.

MOTION CARRIED

VII. APPROVAL OF BILLS PAYABLE (p. 10)

DISCUSSION: Trustees discussed the construction budget. This month the payment is \$45,000.00. The bill reflects the percentage of the project that is completed. The bill for Imagetec was discussed. Trustees also discussed per diem checks for ALA.

Motion: VP J. Allen motioned to approve paying the bills totaling \$73,216.66.

Seconded by: C. Hawthorn.

ROLL CALL: Ayes:(6): B. Allen, J. Allen, C. Hawthorn, E. Huston, E. Robinson, P. Villanueva

Nays:(0): None

Absent:(2): E. Cox, G. Verdin.

Abstain:(1): L. Brown.

MOTION CARRIED

VIII. APPROVAL OF VISA CREDIT CARD PAYMENT (p. 105)

DISCUSSION: Trustees discussed the airfare for the ALA conference including attendance by: Houston, Hawthorn, Villanueva, Allen, Verdin, Carlile, Battley.

Motion: VP J. Allen motioned to approve paying the credit card bill totaling \$6,719.85.

Seconded by: C. Hawthorn.

ROLL CALL: Ayes:(6): B. Allen, J. Allen, C. Hawthorn, E. Huston, E. Robinson, P. Villanueva

Nays:(0): None

Absent:(2): E. Cox, G. Verdin.

Abstain:(1): L. Brown.

MOTION CARRIED

IX. COMMITTEE REPORT (p. 176)

DISCUSSION: Details are included under each subsection.

Motion by: VP J. Allen to approve the Committee Reports and Staff Department Head reports.

Seconded by: C. Hawthorn.

ALL IN FAVOR VOICE VOTE:

Ayes:(7): B. Allen, J. Allen, C. Hawthorn, E. Huston, E. Robinson, G. Verdin, P. Villanueva

Nays:(0): None

Absent:(1): E. Cox.

Abstain:(1): L. Brown.

MOTION CARRIED

Treasurer/Finance: The monthly Treasure's report is found on p.176 of the packet. To summarize, revenues totaled \$46,327.64 at the end of May 31st, 2024. Expenses totaled \$271,119.44. The cash balance was \$ 1,440,077.01. Interest earned totaled \$5,824.85. The ending balance for this time period is \$1,168,957.57.

DISCUSSION: The interest earned this month was lower than last month. The credit card fees were higher this month, compared to last month. The library accepts credit card payments for passports or other library transactions, which incur fees. The credit card fees totaled \$213.68. The fees/fines/donations totaled \$8,190.63, of which \$7500 was accounted for from at hospital grant which is counted as a donation. City Treasurer Wyatt should remove the \$7500 from the "donations" line-item and put it under "State Grants," on this worksheet. This correction is important for auditing purposes.

Policy: None.

Maintenance: The staff bathroom is completed. The public bathrooms are being worked on right now. The air conditioner needs a new module which costs approximately \$3,000.00. The city uses a third-party inspector. The state of IL will inspect the library on June 20, 2024.

Personnel: The library's current security guard is leaving the library to attend college. A security company will be outsourced five days a week, Monday through Friday, from 3 p.m. until closing. The security guard will alternate Fridays and Saturdays with at 1 p.m. until 5 p.m. shift. Mr. Luna provides security on the days that the security guard isn't scheduled. Trustees discussed the flow of children in the library.

Technology: The library is updating the equipment and software for the recording studio.

Marketing: Secretary C. Hawthorn attended a Ward meeting where Director Carlile spoke about Library services. Mr. Edwards contacted Secretary C. Hawthorn wanting to advertise for the library, by passing out flyers.

Bookmobile: Step-by-step daycare will connect with the library to arrange for a bookmobile stop at the child care facility.

X. STAFF REPORTS: (p. 184)

DISCUSSION: Madame President Robins noted that the library programs are being well attended, compared to recent previous years. Also, trustees are happy that library staff are able to attend different conferences with educational training.

Director Report

Reference Department

Children's Department

Technical Services

IT Department

Circulation Department

XI. OLD BUSINESS:

Construction project: This topic was discussed earlier in the meeting, see the Maintenance section.

ALA: A car service will pick up and drive attendees to the airport.

The hotel arrangement details can be given to attendees ahead of time.

Attendees must keep all receipts for reimbursement and any per diem amounts that aren't spent must be returned to the City.

XII. NEW BUSINESS

Committee Review: The Library board will be combining committees. The board wants committees to be able to meet and accomplish things. Meetings can be on zoom. Trustees discussed times and dates that work with everyone's schedule.

ALA: attendees need to prepare a re-cap of the ALA Conference learnings to share at the Board meeting.

XIII. ITEMS FOR NEXT MEETING AGENDA

Please contact Director Carlile or Madame President Robinson with any topics that need to be discussed at the next meeting. The next Regular Library Board Meeting is scheduled for Tuesday, July 9, 2024 at 6:30 p.m.

XV. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the meeting at 7:30 p.m.

Motioned by: VP J. Allen.

Seconded by: C. Hawthorn.

VOICE VOTE ALL IN FAVOR:

Ayes:(7): B. Allen, J. Allen, C. Hawthorn, E. Huston, E. Robinson, G. Verdin, P. Villanueva

Nays:(0): None

Absent:(1): E. Cox,

Abstain:(1): L. Brown.

MOTION CARRIED