

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

Tuesday, September 10, 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 Allen welcomed all and called the Regular Library Board of Trustees Meeting to order on Tuesday, September 10th, 2024, at 6:30 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 Jeanette Allen

Attorney:

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

Marketing & Bookmobile:

Secretary Carmecia Hawthorn
(Chair)
Trustee Edward Houston
Treasurer Peter Villanueva
Trustee Beverly Allen
VP Lawrence Brown.

Technology & Maintenance:

Trustee Giovanni Verdin (Chair)
Trustee Edward Houston
Secretary Carmecia Hawthorn
VP Lawrence Brown.

Policy & Personnel:

Trustee Beverly Allen (Chair)
Trustee Edward Houston
Secretary Carmecia Hawthorn.
Trustee Daphne Brooks

Finance:

Vice President Lawrence Brown
Trustee Peter Villanueva
Trustee Daphne Brooks

II. ROLL CALL

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

Absent Trustees (1): E. Cox

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

Late: (2): L. Brown (Virtual), P. Villanueva (arrived just after the roll call 6:36 pm).

New Trustee: (1) Daphne Brooks

Motion: G. Verdin motioned to allow L. Brown to attend virtually.

Seconded by: E. Houston.

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

Nays: (0) None

Absent: (1) E. Cox

MOTION CARRIED

III. COMMENTS FROM PUBLIC: None

IV. CORRESPONDENCE: None

V. SWEARING IN OF NEW BOARD MEMBER

Daphne Brooks took the oath of office and was sworn in by Madame President Allen. Daphne Brooks was raised on Park Avenue in North Chicago. Her husband is a North Chicago High School Warhawk graduate and they live nearby in Forestall Village.

VI. APPROVAL OF MINUTES

DISCUSSION: None.

Motion: Trustee E. Houston motioned to approve the August 2024 Library Board meeting minutes.

Seconded by: G. Verdin

ROLL CALL: Ayes: (7) B. Allen, J. Allen, L. Brown (Virtual), C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0) None

Abstain: (1): D. Brooks

Absent: (1) E. Cox

MOTION CARRIED

VII. APPROVAL OF BILLS PAYABLE

DISCUSSION: Trustees discussed security guard fees and lawyer fees.

Motion: Trustee B. Allen motioned to motioned to approve the bills totaling \$166,193.73.

Seconded by: E. Houston

ROLL CALL: Ayes: (7) B. Allen, J. Allen, L. Brown (Virtual), C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0) None

Abstain: (1): D. Brooks

Absent: (1) E. Cox

MOTION CARRIED

VIII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: Please note that the credit card bill is different from the amount paid due to a credit on the account.

Motion: Trustee C. Hawthorn motioned to motioned to approve the credit card bill totaling \$5,345.89.

Seconded by: B. Allen

ROLL CALL: Ayes: (7) B. Allen, J. Allen, L. Brown (Virtual), C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0) None

Abstain: (1): D. Brooks

Absent: (1) E. Cox
MOTION CARRIED

IX. COMMITTEE REPORT

DISCUSSION: Details are included under each subsection.

Motion: Trustee E. Houston motioned to approve the Committee Reports and Staff Reports.

Seconded by: C. Hawthorn

ROLL CALL: Ayes: (7) B. Allen, J. Allen, L. Brown (Virtual), C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0) None

Abstain: (1): D. Brooks

Absent: (1) E. Cox

MOTION CARRIED

Finance: The Monthly Treasurer's report for the period ending August 31, 2024 shows revenue of \$55,185.27 and expenses at \$128,520.53. The cash balance is \$1,060,749.30. Interest earnings are \$5,085.75 and Real Estate Tax revenue is \$49,788.37.

Policy: None.

Maintenance /Technology: Trustees discussed the pump and hot water heater, which is very old but is still working. All fire extinguishers have bracket holders. Construction is done and was completed in budget.

Personnel: Pay raises are taking effect starting September 9, 2024 to show the COLA increase of 3% for library workers. COLA stands for the Cost of Living Adjustment.

Marketing/Bookmobile: Signs will be made and placed at local schools to promote Tutor.com. The resource usage has slightly increase since promoting this resource recently through: raffle tickets, posters, signs, and bookmarks. Tutor.com connects you with a live, online tutor during the hours of 3:00PM and 10:00PM. Live tutoring help is available in both English and Spanish for K-12 students, college students, and continuing adult education. Resume review services are available as well, with most submitted resumes being returned with helpful suggestions and comments within 24 hours.

X. STAFF REPORTS

Director Report

Reference Department

Children's Department

Technical Services

XI. OLD BUSINESS:

Construction

The Library sign is offset from the center and has the option to balance it with the library logo. The timer on the lights can be adjusted to turn on at dusk.

PPRT

An update on the Personal, Property replacement tax shows the library's entitlement of 9.35%. The City of North Chicago is negotiating with the Library board on an amount. Trustees discussed meeting in executive session to discuss the legal matter with the tax attorney in order to make an informed decision

XII. NEW BUSINESS

Board Committees: Trustees discussed appointments to merged and regular committees. The updated list is included at the beginning of the minutes. Trustees discussed the newly voted board titles that were voted on at the last meeting. Not all trustees were able to attend the vote, and missed out. The board members congratulated the new board members on joining the group.

Board Retreat: The board retreat will be November 16, 2024 at Foss Park from 8:30 am until 2:00 pm. Foss Park waived the room fee for the Library. The retreat will give an overview and training of library resources. Breakfast, snacks, and lunch will be provided.

Christmas Party: The Christmas party is slated to be at Bowlero again this year and will be booked earlier in December once the holiday packages become available.

XIII. ITEMS FOR NEXT MEETING AGENDA

Next Meeting preparations: Please contact Director Carlile or Madame President Allen regarding any topics to be discussed at the next meeting. The next meeting is scheduled for Tuesday, October 8th, at 6:30 p.m.

XV. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the meeting.

Motion: Trustee Hawthorn motioned to adjourn the meeting at 7:27 p.m.

Seconded by: Trustee Verdin.

VOICE VOTE: All in Favor.

Ayes: (8) B. Allen, J. Allen, D. Brooks, L. Brown (Virtual), C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0) None.

Abstain: (0): None.

Absent: (1) E. Cox

The motion passed unanimously by voice vote.