

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

Tuesday, October 8, 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, October 8th, 2024, at 6:32 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.

Finance:

Vice President Lawrence Brown
Treasurer Peter Villanueva

II. ROLL CALL

Trustees Present (6): B. Allen, J. Allen, D. Brooks, L. Brown, G. Verdin, P. Villanueva.

Absent Trustees (3): E. Cox, C. Hawthorn, E. Houston

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

Note: Late or partial attendance: E. Cox (Virtual), C. Hawthorn (Virtual)

III. COMMENTS FROM PUBLIC: None.

IV. CORRESPONDENCE: None.

V. APPROVAL OF MINUTES

DISCUSSION: None.

Motion: Trustee B. Allen motioned to approve the September 10, 2024 Board minutes.

Seconded by: Trustee G. Verdin.

ROLL CALL: Ayes: (6): B. Allen, J. Allen, D. Brooks, L. Brown, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (3): E. Cox, C. Hawthorn, E. Houston
MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE: Note: Trustee C. Hawthorn entered at 6:40
DISCUSSION: Trustees discussed printing, laptops, the technology grant, and computer classes.

Motion: Trustee B. Allen motioned to approved the paying of the bills totaling \$114,193.27.

Seconded by: Trustee D. Brooks.

ROLL CALL: Ayes: (6): B. Allen, J. Allen, D. Brooks, L. Brown, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (3): E. Cox, C. Hawthorn, E. Houston

MOTION CARRIED

• **SPECIAL VOTE**

DISCUSSION: Virtual attendance.

Motion: Madame President J. Allen motioned to allow Secretary C. Hawthorn into the meeting virtually.

Seconded by: Trustee P. Villanueva.

ROLL CALL: Ayes: (6): B. Allen, J. Allen, D. Brooks, L. Brown, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (3): E. Cox, C. Hawthorn, E. Houston

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: None.

Motion: Trustee B. Allen motioned to pay the credit card bills totaling \$2,764.73.

Seconded by: Vice President L. Brown.

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

Nays: (0)

Absent: (2): E. Cox, E. Houston

MOTION CARRIED

VIII. COMMITTEE REPORTS: Note: Trustee E. Cox entered virtually at 7:00pm, Trustee C. Hawthorn left the meeting early, after the vote.

DISCUSSION: Details are included under each subsection.

Motion: Trustee P. Villanueva motioned to approve the Committee reports as presented.

Seconded by: Vice President L. Brown.

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

Nays: (0)

Absent: (2): E. Cox, E. Houston

MOTION CARRIED

Treasurer/Finance: Treasurer Peter Villanueva reviewed City Treasurer Vance Wyatt's summary sheet. For the period ending September 30, 2024: revenues are \$342,996.25, expenses are \$208,335.27 and the cash balance is \$1,195,410.28. Interest earned is \$5083.65. Trustees questioned the amounts in Fines/Fees/Donations at \$47,691.17, which seem high and the State Grant amount at \$27,500.00. Trustee P. Villanueva requests a detailed breakdown of the City's finance report, plus a year-to-date statement.

Policy: None.

Maintenance/ Technology: The self-check-out machine will be upgraded. The library's cameras will be upgraded. The staff work area will be remodeled.

Personnel: None.

Marketing /Bookmobile: Director Carlile met with the School Principals of District 187. The library will be allowed to put a Tutor.com yard sign at each school. During parent-teacher conferences, signs will be doubled and the library can inquire about setting up a table to answer questions about Tutor.com.

- **SPECIAL VOTE**

DISCUSSION: Virtual attendance.

Motion: Vice President L. Brown motioned to allow Trustee E. Cox into the meeting virtually.

Seconded by: Trustee G. Verdin.

ROLL CALL: Ayes: (6): B. Allen, J. Allen, D. Brooks, L. Brown, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (3): E. Cox, C. Hawthorn, E. Houston

MOTION CARRIED

IX. STAFF REPORTS:

DISCUSSION: Details are included under each subsection.

Motion: Trustee P. Villanueva motioned to approve the Committee reports as presented.

Seconded by: Vice President L. Brown.

ROLL CALL: Ayes: (7): B. Allen, J. Allen, D. Brooks, E. Cox (Virtual), L. Brown, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (2): C. Hawthorn, E. Houston

MOTION CARRIED

Director Report: Trustees and the director discussed the TBS update in the Business Center, the Fiber internet upgrade, the website project to address placing holds versus

requesting a title to be added to the collection as the Library's current website features requesting an item on the main page instead of directing you to search the catalog. The library's Extravaganza on October 26, 2024 will be a day of marketing to showcase the library's offerings of products and services. The director gave an overview of a neighboring library, Lake Bluff Public Library, which has reduced hours. Trustees offer opinions on various topics, including hours of operation, a Telehealth room, and a Tutoring room. Patrons need basic computer skills and help with software or applications. The library is considering attaining another staff member, possibly a "technology librarian."

Reference Department: Trustees discussed yoga attendance.

Children's Department

Technical Services

Program Assistant: Trustees discussed Stem lab program attendance.

X. OLD BUSINESS:

- A. The Library is under budget regarding the bathrooms and staffroom project.
- B. Personal Property Replacement Tax (PPRT): The director will request a special meeting with the mayor about the PPRT money.
- C. The North Chicago Public Library Board Retreat is scheduled for Saturday, November 16, 2024 at Foss Park.
- D. The North Chicago Public Library Christmas Party is scheduled for Friday, December 13, 2024. Please respond the calendar invite as soon as possible.

XI. NEW BUSINESS

- A. Trustees asked Attorney J. Hartman about the threshold for "Going out to Bid." Answer: Quotes for library projects are for any projects below \$30,000.00. Any Library project that will cost \$30,000.00 or more should go out to bid.
- B. The updated Circulation policy is included in the packet for review. Currently, the policy is still in revision. Considerations for online renewals of Library cards with digital uploads of state IDs and proofs of address. Attorney J. Hartman was consulted and it is considered a risk without a benefit. The library's computers are secure but staff does not regularly acquire digital copies of sensitive information, such as copies of IDs and mail.

XII. ITEMS FOR NEXT MEETING AGENDA

Please contact Director Carlile or Madame President J. Allen with any topics that need to be discussed at the next meeting. The next Regular Library Board Meeting is scheduled for Tuesday, November 12, 2024 at 6:30 p.m.

XV. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the meeting at 7:39 pm.

Motioned by: Vice President L. Brown.

Seconded by: Trustee D. Brooks.

VOICE VOTE ALL IN FAVOR

THE MOTION CARRIED UNANIMOUSLY

Ayes: (7): B. Allen, J. Allen, D. Brooks, E. Cox (Virtual), L. Brown, G. Verdin P. Villanueva.

Nays: (0)

Absent: (2): C. Hawthorn, E. Houston