

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

Tuesday, December 17, 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 Jeanette Allen welcomed all, and called the Regular Library Board of Trustees Meeting to order on Tuesday, December 17th, 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

Technology & Maintenance:

Trustee Giovanni Verdin (Chair)
Trustee Edward Houston
Vice President Lawrence Brown.

Policy & Personnel:

Trustee Beverly Allen (Chair)
Trustee Edward Houston
Trustee Daphne Brooks

Finance:

Vice President Lawrence Brown
Treasurer Peter Villanueva (Chair)

II. ROLL CALL

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

Absent Trustees (3): D. Brooks, L. Brown, P. Villanueva.

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

III. COMMENTS FROM PUBLIC: None.

IV. CORRESPONDENCE:

A. Director Carlile met with a few City Alderman regarding the PPRT. Personal property replacement taxes (PPRT) are revenues collected by the state of IL and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments. See 30 ILCS 115/12.

B. The event “Christmas at the Library” is this Wednesday, December 18th from 4-7PM. Board members are encouraged to attend.

V. APPROVAL OF MINUTES

DISCUSSION: Committee assignment corrections need to be made for any Library board meeting minutes that took place after the Library Board Retreat which was on Saturday, November 16, 2024.

Motion: Secretary C. Hawthorn motioned to approve the Tuesday, November 12, 2024 minutes.

Seconded by: Trustee G. Verdin.

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

Nays: (0)

Absent: (3): D. Brooks, L. Brown, P. Villanueva.

MOTION CARRIED

Motion: Secretary C. Hawthorn motioned to approve the Board Retreat minutes from Saturday, November 16, 2024 minutes.

Seconded by: Trustee G. Verdin.

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

Nays: (0)

Absent: (3): D. Brooks, L. Brown, P. Villanueva.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: Trustees discussed the Landscaping bill, noting that snow removal is a contract and is paid regardless of the amount of snow that falls during that billing period. Trustees discussed PrairieCat quarterly fees which are separate fees from the self-checkout license, which is a one-time fee. It is a special connection for the self-checkout machine.

Motion: Secretary C. Hawthorn motioned to approve the Bills on page 12 of the December packet, totaling \$16,432.55.

Seconded by: Trustee E. Houston.

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

Nays: (0)

Absent: (3): D. Brooks, L. Brown, P. Villanueva.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: Director Carlile mentioned that the Comcast bill will be fixed. When the library added a Comcast fiber, Comcast was asked to remove the coaxial line. Additionally, the library recently paid a Comcast bill twice on accident and the Library will receive a credit for it.

Motion: Secretary C. Hawthorn motioned to approve the Credit Card payment found on page 68 of the packet totaling \$9,896.34.

Seconded by: Treasurer G. Verdin.

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

Nays: (0)

Absent: (3): D. Brooks, L. Brown, P. Villanueva.

MOTION CARRIED

VIII. COMMITTEE REPORT

DISCUSSION: Details are included under each subsection.

Motion: Trustee E. Houston motioned to approve the Committee Reports, Staff Department Reports, and all the reports included in the December Board packet.

Seconded by: Secretary C. Hawthorn.

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

Nays: (0)

Absent: (3): D. Brooks, L. Brown, P. Villanueva.

MOTION CARRIED

Treasurer/Finance: The Treasurer's report details the period ending November 30, 2024, with revenue totaling \$10,766.55 and expenses totaling \$93,566.84. The Cash balance was \$1,037,116.15. Trustees are welcome to contact City Treasurer V. Wyatt at treasurer@NorthChicago.org.

Policy: None.

Maintenance/ Technology: The library is gathering quotes for digital badges. The staff bathroom was reconfigured to add a more powerful flusher. The dishwasher is planned to change voltage from 220 and cabinetry will be assessed in the Community room. Laptops are set to be acquired through grant work.

Personnel: The library is interested in adding another full-time position. The committee will meet to discuss and bring information to a vote in January.

Marketing /Bookmobile: Secretary C. Hawthorn marketed the 'Christmas@the Library' event by putting flyers at various locations around the city and advertised the event on Social Media with Facebook posts and utilizing other social media platforms. The Christmas event was also advertised at Learn 10 in parent newsletters. Madame President Allen mentioned that Trustees are stewards for the Library. Trustees can vocally share library achievements and show support for library events by attending or communicating about events to patrons in the community.

IX. STAFF REPORTS: Trustees discussed the staff reports.

Director Report

Reference Department

Children's Department

Assistant Director/Technical Services
Programming Report

X. OLD BUSINESS:

- A. PPRT: City Council discussed the Library's PPRT. Madame President J. Allen, Director Carlile, and the City's Chief of Staff met and came to an agreement of a payout for 6 years of PPRT which will not impact the Library's budget until 2027. The Illinois Local Library Act is 75 ILCS 5/1 et seq. As an Illinois municipal library, the operations of the library are governed by the Local Library Act. Director Carlile will discuss details with Board members who express interest in further understanding the process.
- B. Christmas Party: The Library's Annual Christmas party was held at Bowlero in Waukegan and attendees included staff, board members, and friends of the library.

XI. NEW BUSINESS

- A. Budget: Trustees discussed the Library's budget. Director Carlile gave the Board an overview of the budget at the Board Retreat in November 2024.
- B. Executive session: Cancelled.
The planned closed meeting, scheduled as a topic was cancelled, meaning no confidential discussions took place.

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, January 14, 2024.

XV. ADJOURNMENT

DISCUSSION: Trustees discussed planning a Christmas party and also discussed Board "Text" updates, such as a group text. The Board Texting group is a text blast of reminders to the Library Board of Trustees, that would not enable a response. Texting back would be disabled. Trustees interested in the text updates signed up at the Library Board Retreat.

Motion: Secretary C. Hawthorn motioned to adjourn the meeting at 7:54 PM.

Seconded by: Trustee E. Houston.

ALL IN FAVOR: A voice vote was taken from those present.

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

Nays: (0)

Absent: (3): D. Brooks, L. Brown, P. Villanueva.

MOTION CARRIED by VOICE VOTE