

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

Tuesday, November 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 J. Allen welcomed all and called the Regular Library Board of Trustees Meeting to order on Tuesday, November 12th, 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
Vice President Lawrence Brown

Policy & Personnel:

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

Finance:

Vice President Lawrence Brown
Trustee Peter Villanueva (Chair)

II. ROLL CALL

Trustees Present (7): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Absent Trustees (2): L. Brown, E. Cox.

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

Note: Attorney Hartman entered late, at 6:37 due to technical difficulties.

III. COMMENTS FROM PUBLIC: None.

IV. CORRESPONDENCE: Additional survey responses were found in the suggestion box.

V. APPROVAL OF MINUTES

DISCUSSION: None.

Motion: Trustee C. Hawthorn motioned to approve the October 8, 2024 Board minutes.

Seconded by: Trustee B. Allen.

ROLL CALL:

Ayes: (7): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (2): L. Brown, E. Cox.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: Payment of the October 2024 bills.

Motion: Trustee C. Hawthorn motioned to pay the Library bills totaling \$28,000.12.

Seconded by: Trustee P. Villanueva.

ROLL CALL:

Ayes: (7): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (2): L. Brown, E. Cox.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: Payment of the credit card bill found on page 88.

Motion: Trustee C. Hawthorn motioned to pay the Library Visa credit card totaling \$5,889.48.

Seconded by: Trustee B. Allen.

ROLL CALL:

Ayes: (7): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (2): L. Brown, E. Cox.

MOTION CARRIED

VIII. COMMITTEE REPORT

DISCUSSION: Details are included under each subsection.

Motion: Trustee C. Hawthorn motioned to approve the Committee Reports, Staff Department Reports, and all reports included in the board packet.

Seconded by: Trustee E. Houston

ROLL CALL:

Ayes: (7): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (2): L. Brown, E. Cox.

MOTION CARRIED

Treasurer/Finance: City Treasurer V. Wyatt responded to the Board's request for details of the Old National statement per Madame President's request. Treasurer Wyatt doesn't

have access to the City's information. He does have access to the Old National statement and provides a report based directly on the Bank's statement. The Library Board's Treasurer P. Villanueva also has access to the Old National Bank statement, but the credentials haven't been activated. The Bank statement doesn't show line items, details about checks, or grant money usage. This type of a detailed report can be accomplished if Treasurer Wyatt coordinates with Trustee Villanueva. A report of the grant funds coming in and donation checks would be ideal, along with a year-to-date information. The city posts the checks and usually puts it in miscellaneous category which is vague.

The Director will hold an executive session at the Board retreat to go over the Library's PPT money. Currently, the library's budget is on target.

Policy: None.

Maintenance/ Technology: The library has a new server.

The Library Director discussed Keypad codes for doors, key fob options, and bids for the camera project.

Personnel: The Library's personnel committee met today (November 12, 2004) and discussed the option to add another employee.

Marketing /Bookmobile: The bookmobile might benefit from some updates such as new colors, signage, lights, or even music. The bookmobile needs to appeal to kids and might expand to home delivery, new routes, and more local events. Marketing the bookmobile at schools is taking notice.

The library marketed at the Extravaganza in October and gave 86 learning sessions at the event. Library services were promoted such as tutor.com, databases, early literacy, survey of opinions, notary, passport, and voter's registration, along with the 3D printer, VR headset, and recording studio resources.

The Children's librarian marketed library services at a school event.

Director Carlile was 'Pete the Cat' at the local Trunk-or-Treat event. The library would like to acquire more costumes this year.

IX. STAFF / DEPARTMENT HEAD REPORTS:

Director Report
Reference Department
Children's Department
Assistant Director/Technical Services
Programming Report

X. OLD BUSINESS:

Construction project: A Grant Award plaque stating the grant that was issued to NCPL to remodel the Library bathrooms which made the public and staff bathrooms ADA compliant, is installed on the wall in the Library Lobby.

PPRT Update: This will be discussed at the Board retreat in an executive session.

Board Retreat: The Board Retreat is this Saturday, November, 16th at Foss Park, with a breakfast, starting at 8:30 am. The agenda includes the election of officers, board duties, policies, executive session, and Serving our Public.

Christmas party: The Christmas party is Friday December 13th, 2024 at Bowlero in Waukegan. Staff, Board members, and Friends of the Library are invited along with one guest.

XI. NEW BUSINESS: None.

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, December 10, 2024 at 6:30 p.m.

XV. ADJOURNMENT

DISCUSSION: None.

Motion: Trustee C. Hawthorn motioned to adjourn the meeting at 7:08 pm.

Seconded by: Trustee E. Houston

ROLL CALL:

Ayes: (7): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (2): L. Brown, E. Cox.

MOTION CARRIED