

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

Tuesday, April 8, 2025, 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, April 8th, 2025, 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 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 (8): B. Allen, J. Allen, D. Brooks, L. Brown, C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Absent Trustees (0): C. Hawthorn

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

III. COMMENTS FROM THE PUBLIC: None.

IV. CORRESPONDENCE

A. A Keurig machine was gifted to the library by a board member.

B. City of North Chicago Chief of Staff emailed the library regarding the invitation to attend a Library board meeting. The library director recently met with the Chief of Staff and the Comptroller regarding the library budget. The City intends to clarify budgetary and PPRT money that will be given to the Library.

V. APPROVAL OF MINUTES

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to approve the March 11, 2025 minutes.

Seconded by: Trustee P. Villanueva.

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

Nays: (0)

Absent: (0)

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE (p.11)

DISCUSSION: Trustees discussed the self-checkout machine and noted that 50% of all checkouts are done from a self-checkout machine in North Chicago. The library has one on the adult side and one on the children's side. Trustees discussed the new locking system for access in the library; keypads will be installed onto various doors. Trustees discussed the Trane boiler maintenance agreement for the 2017 boiler.

Motion: Secretary C. Hawthorn motioned to approve the bills totaling \$68,201.19.

Seconded by: Trustee P. Villanueva.

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

Nays: (0)

Absent: (0)

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT (p. 57)

DISCUSSION: Recently a sewing machine was added to the STEM room for patron use. This room will be used for STEM, AV, crafts, computer games, and other maker projects.

Motion: Secretary C. Hawthorn motioned to approve the Credit card payment totaling \$8,093.08.

Seconded by: Trustee P. Villanueva.

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

Nays: (0)

Absent: (0)

MOTION CARRIED

VIII. COMMITTEE REPORT

DISCUSSION: Details are included under each subsection.

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

Seconded by: Trustee D. Villanueva.

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

Nays: (0)

Absent: (0)

MOTION CARRIED

Treasurer/Finance: Library Treasurer Peter Villanueva shared City Treasurer Vance D. Wyatt's Report for the period ending March 31, 2025. Revenues totaled \$1,109,891.42. The ending balance was \$763,554.25. Credit card payments totaled \$1,144.00 and Credit card fees were \$234.97. It is noted that 1/4th of the revenues that are received by credit card payments are lost through Credit card fees. Trustees discussed small fees for a few pages of print outs being paid for by patrons with a credit card and the associated fee for the transaction. The library has the option to gather register transaction data and submit it to City Treasurer Vance D. Wyatt.

Policy: The Policy Committee will schedule a meeting soon.

Maintenance/ Technology: The Committee met today just prior to the regular board meeting. Topics discussed included:

- A. Study rooms
- B. EIN#s for Mailchimp SMS texting service
- C. Business center upgrade/installation on 4/30
- D. The laptops project
- E. A request for a Hoopla demo

Personnel:

- A. The library offered 8 additional hours of work per week to a clerk, which was accepted. Some of the clerk's work shift will be for Technical Services tasks.
- B. In the last month or so a 20-hour position has been resigned and the employee previously holding that role is no longer employed in that capacity.
- C. One 20-hour staff member passed away in March 2025, and the Library extends its condolences to the family.

Marketing /Bookmobile:

- A. There is a Star Wars event on May 3rd. Board members are asked to participate if possible.
- B. On April 26th there is a Library table at Green Belt from 9am-12pm.
- C. Staff will attend C2E2 at McCormick place this week.
- D. The bookmobile ceiling is falling down and the repair quote is approximately \$2000.00. This will be fixed before summer.

IX. STAFF REPORTS: Director Report, Reference Department, Children's Department, Assistance/Technical Services, Programming Assistant.

X. OLD BUSINESS:

- A. Trustees are registered for ALA this June 26th-30th. Normally written reports from attending ALA are shared within the Board members upon return. This year a

presentation on the trip instead of a written report is preferred. Upon return this June, trustees in attendance, will present on their ALA trip at the July Board meeting.

B. The Economic interest task needs to be done as soon as possible.

XI. NEW BUSINESS

A. Executive session: No executive session was held.

XII. ITEMS FOR NEXT MEETING AGENDA

A. Trustees wish to finalize the 2025 Christmas party venue preferences.

XV. ADJOURNMENT

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to adjourn the meeting at 7:21 pm.

Seconded by: Trustee D. Brooks.

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

MOTION CARRIED unanimously by VOICE VOTE.