

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

Tuesday, August 12, 2025, 6:30 p.m.

Board Members and the public are invited to join with Zoom:

<https://zoom.us/j/92810157705?pwd=M2pPdW5aYTdSUncySHRQVnkrOFlGZz09>

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, August 12th, 2025, at 6:31 p.m. in the Library Board Room, at the North Chicago Public Library.

COMMITTEE ASSIGNMENT

Executive Committee:

Library Director Louis Carlile
Madame President Jeanette Allen

Technology & Maintenance

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

Attorney:

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

Policy & Personnel

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

Marketing & Bookmobile

Secretary Carmecia Hawthorn (Chair)
Trustee Edward Houston
Treasurer Peter Villanueva
Trustee Beverly Allen

Finance

Vice President Lawrence Brown
Treasurer Peter Villanueva

II. ROLL CALL

Trustees Present (6): B. Allen, J. Allen, L. Brown, C. Hawthorn, E. Houston, G. Verdin

Absent Trustees (2): D. Brooks, P. Villanueva.

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

Late: D. Brooks entered virtually after the Roll Call. P. Villanueva entered at 6:34 pm.

SPECIAL VOTE: Trustees voted to allow for D. Brooks virtual attendance.

Motion: Secretary C. Hawthorn motioned to allow D. Brooks to attend virtually.

Seconded by: VP L. Brown.

ROLL CALL:

Ayes: (6:) B. Allen, J. Allen, L. Brown, C. Hawthorn, E. Houston, G. Verdin

Nays: (0)

Absent: (2): D. Brooks, P. Villanueva

MOTION CARRIED

III. COMMENTS FROM THE PUBLIC: None

IV. CORRESPONDENCE: None

V. APPROVAL OF MINUTES

DISCUSSION:None.

Note: Treasurer P. Villanueva entered just after the vote at 6:34 pm.

Motion: Secretary C. Hawthorn motioned to approve the July 2025 minutes.

Seconded by: VP L. Brown.

ROLL CALL:

Ayes: (7) B. Allen, J. Allen, D. Brooks (virtual), L. Brown, C. Hawthorn, E. Houston, G. Verdin

Nays: (0)

Absent: (1): P. Villanueva

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: Trustees discussed the bills.

Motion: Secretary C. Hawthorn motioned to approve the bills totaling \$22,263.96.

Seconded by: VP L. Brown.

ROLL CALL:

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

Nays: (0)

Absent: (0)

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: Trustees discussed the ALA costs and other topics.

Motion: Secretary C. Hawthorn motioned to approve the Visa bill totaling \$21,822.59.

Seconded by: VP L. Brown.

ROLL CALL:

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

Nays: (0)

Absent: (0)

MOTION CARRIED

VIII. COMMITTEE REPORTS (All Written reports in the board packet).

DISCUSSION: Details are included under each subsection.

Motion: Secretary C. Hawthorn motioned to approve all the reports.

Seconded by: VP L. Brown.

ROLL CALL:

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

Nays: (0)

Absent: (0)

MOTION CARRIED

Treasurer/Finance: Trustees discussed the Report for the period ending July 31, 2025, Revenues totaled \$29,560.20. Expenses totaled \$69,265.33. Credit card fees totaled 83.36. Expenditures totaled \$69,265.33. The remaining balance for July 31, 2025 was \$692,711.10.

Trustees also discussed the real estate property taxes, PPRT, and checking account interest accrual. Trustees discussed holding a finance meeting to discuss the funds further.

Policy: Trustee B. Allen will schedule a meeting to discuss adding a policy relating to the new text blast service. The library can choose to offer a texting service to patrons if a policy is in place.

Maintenance/ Technology: This committee met today just before the regular meeting and discussed the ongoing maintenance and projects relating to: The completion of the rekeying, the completion of the staff workroom, Senator Adriane Johnson and Alexi Giannoulis (two different bills) that if attained, could be used to upgrade various areas, including the camera system, a DCEO grant, and stem lab surveys. Two main points include a security system change from ADT to ADS and a Firewall Virus protection system, both provided to the library by the City. Alarm alerts for the library building will need to be made available to the library director. Trustees discussed performing an audit. Madame President Allen mentioned that the Library board awaits a ledger from the city regarding how to pay the Library portion of the bill.

Personnel: The board discussed a mid year check-in for goals. Trustee B. Allen will send the group a schedule for this task.

Marketing /Bookmobile: Secretary C. Hawthorn mentioned the Library's annual Family Fun Day in July as well as the Senator Johnson's Back to School event. Trustees discussed Community Days and the bookmobile also being at the National Night Out event as well. In addition, the bookmobile was also used at local schools. The Library attended the "Summer Up" year-end Celebration.

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

X. OLD BUSINESS: Trustees discussed the Christmas party venue finalization.

XI. NEW BUSINESS: Trustees discussed the Stem Lab survey.

XII. ITEMS FOR NEXT MEETING AGENDA: Trustees discussed the group photo and team meeting with the mayor. The next meeting is September 9, 2025.

XIII. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the meeting.

Motion: Madame President J. Allen motioned to adjourn the meeting at 7:19 pm.

Seconded by: VP L. Brown.

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

MOTION CARRIED unanimously by **VOICE VOTE**.