

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

Tuesday, February 11, 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 Allen welcomed all and called the Regular Library Board of Trustees Meeting to order on Tuesday, February 11th, 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):

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

Note: Trustee P. Villanueva entered the meeting one second after the roll call completed prior to the comments from the public and was marked as present during the roll call.

III. COMMENTS FROM THE PUBLIC: None.

IV. CORRESPONDENCE: Vendors from ALA have contacted participants regarding products.

V. APPROVAL OF MINUTES

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to approve the January 14, 2025 minutes.

Seconded by: Vice President L. Brown.

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: None.

Motion: Secretary C. Hawthorn motioned to pay the bills totaling \$27,661.08.

Seconded by: Vice President L. Brown.

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. 91)

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to pay the Visa credit card bill totaling \$8,911.39.

Seconded by: Vice President L. Brown.

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 any other Reports in the Board packet.

Seconded by: Vice President L. Brown.

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: Trustees discussed V. Wyatt's City Treasurer report on page 165 detailing the period ending January 31, 2025. Revenues totaled \$5,620.97 and expenses totaled \$74,263.01. The Cash balance was \$904,353.39. Library Treasurer P. Villanueva held a committee meeting and discussed the funds and an itemized list. Treasurer P.

Villanueva now has a bank login to access the Bank statement and will provide committee minutes from the latest Committee meeting.

Policy & Personnel:

- A. The personnel committee met last Thursday February 6, 2025, and discussed adding two new library positions. The library Director contacted workforce development to seek candidates for Library Interns, which, later on, can be hired after a period of time. This group is beneficial as it allows the director to see how the candidate works prior to being hired and it also gives the Library a bonus if it hires one of their Interns. The library had at least ten Interns from this group at one time over the summer of 2024.
- B. Vice President L. Brown will be given a login to Paylocity. Two board members will have logins for this portal: Madame President and Vice President.
- C. Trustee B. Allen shared the proposed schedule (page 171) for the Board to review policies and bylaws as a group. The Board can receive copies of policies prior to the meeting and either approve the policy as it is or suggest a change to a Library policy if necessary at that time.
- D. Trustees that need a laptop to communicate and review documents can receive a laptop for board business.

Maintenance/ Technology: Trustee G. Verdin gave an overview of various topics including:

- A. Business Center: Is under virtual construction.
- B. The Self-checkout station has been ordered.
- C. Quotes are being attained for a new Camera system.
- D. Laptops, study room, dishwasher, and staff workroom: The library applied for a grant and awaits a response to see if it will cover any of these projects.
- E. Hoopla: Hoopla is an online resource that offers downloads and streaming of audiobooks, eBooks, and other e-content. The library might add this to its online Resource list.
- F. Stem Lab technology: Trustees request a survey for kids and parents to solicit feedback regarding what types of technology is wanted in the STEM lab at the Library.
- G. Boiler Room: The boiler room had a repair done and, since it required the machine to be taken apart, also received a preventative maintenance update at the same time. This repair and maintenance saved the machine from being taken apart twice in one time period.
- H. Rekeying the Library: Two quotes were received and reviewed. The new system allows the Administrator to program activation and deactivation of individual keycards remotely. For example, if in place, access can be granted to the Library's community room for Voting purposes during times that the library isn't open for general library services.

Marketing /Bookmobile:

Secretary C. Hawthorn talked about possibly participating the “Carlos Show” on Facebook to advertise library services such as the bookmobile or passport services. In addition, the goal in marketing is to reach parents and the school administration, including teachers, regarding Tutor.com, which might require a newer yard sign to put at the schools in English and in Spanish. Furthermore, Trustee C. Hawthorn discussed ideas to revamp the bookmobile and collaborate with the City of North Chicago.

IX. STAFF REPORTS:

Library Director’s Report
Reference Department
Children’s Department
Assistant Director/Technical Services
Programming Assistant Report

X. OLD BUSINESS: None.

XI. NEW BUSINESS

A. Madame President J. Allen requests ALA Midwinter Conference attendees to submit a summary or report to the board. Please email reports to Veronica.

B. Policy Review Schedule VOTE:

Motion: Trustee B. Allen motioned approve the policy schedule as presented. The procedure is to review the policy prior to the meeting, so that it can be discussed quickly during the in-person meeting. More than one policy may be reviewed at a time.

Seconded by: Vice President L. Brown.

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

C. Library Doors (Rekeying)VOTE:

Motion: Trustee G. Verdin motioned to approve the rekeying of the library using the options detailed in the quote totaling \$35,565.00.

Seconded by: Secretary C. Hawthorn.

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

Nays: (1) P. Villanueva

Absent: (0):

MOTION CARRIED

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, March 11, 2025.

XV. ADJOURNMENT

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to adjourn the meeting at 7:23 pm.

Seconded by: Vice President L. Brown.

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

MOTION CARRIED unanimously by VOICE VOTE.