

North Chicago Public Library
2100 Argonne Dr., North Chicago, IL 60064

Library Board of Trustees

Meeting Minutes, Tuesday, July 8, 2025, 6:30 p.m.

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

<https://zoom.us/j/92810157705?pwd=M2pPdW5aYTdSUncySHRQVnkrOFIjZz09>

312-626-6799 US (Chicago) Meeting ID: 928 1015 7705

Passcode: 421215

I. CALL TO ORDER

Madame President Jeanette Allen welcomed all and called the Regular Library Board of Trustees Meeting to order on Tuesday, July 8th, 2025, at 6:35 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, D. Brooks, C. Hawthorn, E. Houston, G. Verdin.

Absent Trustees (2): L. Brown. P. Villanueva.

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

Meeting Visitors (2): Alderman Bobby Allen and Mrs. Allen.

III. COMMENTS FROM THE PUBLIC: Alderman B. Allen and Mrs. Allen visited the meeting and had no comment.

IV. CORRESPONDENCE: Secretary of State and State Librarian Alexi Gianoulias awarded the North Chicago Public Library for the Fiscal Year 2025. NCPL was granted the Illinois Public Library Per Capita Grant in the amount of \$45,369.53. The grant is provided pursuant to 23Ill. Adm. Code 3035 Subpart A. State Grants.

V. APPROVAL OF MINUTES:

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to approve the June 10, 2025 minutes.

Seconded by: Trustee D. Brooks.

ROLL CALL:

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

Nays: (0)

Absent: (2): L. Brown, P. Villanueva.

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: Trustees discussed various bills including landscaping.

Motion: Secretary C. Hawthorn motioned to approve the bills totaling \$25,276.18.

Seconded by: Trustee D. Brooks.

ROLL CALL:

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

Nays: (0)

Absent: (2): L. Brown, P. Villanueva.

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: Trustees noted that some transportation providers for ALA were billed and then refunded.

Motion: Secretary C. Hawthorn motioned to approve the Credit card payment totaling \$10,659.93.

Seconded by: Trustee B. Allen.

ROLL CALL:

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

Nays: (0)

Absent: (2): L. Brown, P. Villanueva.

MOTION CARRIED

VIII. APPROVAL OF THE REPORTS: COMMITTEE, STAFF, & DEPARTMENT.

DISCUSSION: Details are included under each subsection.

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

Seconded by: Trustee D. Brooks.

ROLL CALL:

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

Nays: (0)

Absent: (2): L. Brown, P. Villanueva.

MOTION CARRIED

Treasurer/Finance: Director Carlile shared City Treasurer Vance D. Wyatt's Report for the period ending May 31, 2025. Revenues totaled \$76,604.90. Expenses totaled \$83,789.03. Credit card payments totaled \$659.05 and Credit card fees were \$236.18. The ending balance for May 31, 2025 was \$644,327.01.

Policy: The board has prepared the agenda to include a vote on the policy changes later in the meeting.

Maintenance/ Technology: The Committee met today just prior to the regular board meeting. Topics discussed included: a new ceiling fan for the community room, a new projector screen, bookmobile repairs, the last phase of rekeying doors, the text blast update, the stem lab survey, Hoopla free trial, and the camera upgrade which is contingent on the House bill grant application.

Personnel: The library has a new full time Technology Coordinator in the IT department. Khizer found issues and is creating new documentation to resolve IT problems.

Marketing /Bookmobile:

1. Secretary C. Hawthorn shared information regarding upcoming Library events including the Senator Johnson's Back to School event on Wednesday, July 30, 2025 and the Library's annual Family Fun Day this Saturday, July, 12, 2025.
2. Food trucks will be at City Hall this Thursday and the Library will have a craft table at the City's event.
3. Secretary C. Hawthorn requested a bookmobile route at the Prairieview apartment complex and to update the bookmobile interior.

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

X. OLD BUSINESS: ALA

1. ALA: Madame President J. Allen reminded trustees to turn in any receipts as soon as possible regarding travel reimbursements for the June 2025 ALA conference. Trustees also discussed the morning ALA collaboration meetings. Trustees went around the table and shared their most beneficial learning with the group including: a program on deafness and communication, Librarian of Congress, Deerfield library's presentation on programs that are inclusive to people with disabilities, the Black Caucus, Stories as a Call to Action, rural library budgets, social workers in libraries, school lunch programs, lockers, a gaming table, and Friends of the Library fundraising.
2. Christmas Party: Trustees looked over information and discussed options for the dinner at Primo slated for December 5, 2025.

XI. NEW BUSINESS:

1. Approval of two policies: Policy 003 and 006.
DISCUSSION: Trustees discussed the changes to two policies previously reviewed.
Motion: Secretary C. Hawthorn motioned to approve the changes to Policy 003 Community Meeting Room Policy and Regulations and the Policy 006 Wireless Network Acceptable Use/Wifi Policy.
Seconded by: Trustee D. Brooks.
ROLL CALL:

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

Nays: (0)

Absent: (2): L. Brown, P. Villanueva.

MOTION CARRIED

2. Community days: Trustees discussed the City of North Chicago's Community Days slated for Friday and Saturday, August 1st and 2nd, with free entry, food, music, fireworks, and a parade. The library bookmobile will be in the parade and the library will have a table to market library services at the Community days event.
3. Mayoral meeting: Madame President J. Allen will meet with Mayor Rockingham regarding the open seat on the Library board and information in receiving an allotment.
4. Survey: The library will issue a STEM lab survey at the Family Fun Day this Saturday July 12th.
5. Board packet preference: Trustees discussed issuing the receipts and invoices digitally. Trustees express that having copies of each and every receipt and invoice in paper copy is excessive and prefer to omit printing that section of the packet, and, instead, to receive it digitally for formal review. Each board member would like a paper copy of the board packet at each meeting with the recipes and invoices omitted.

XII. ITEMS FOR THE 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, August 12, 2025 at 6:30 PM.

XIII. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the meeting.

Motion: Secretary C. Hawthorn motioned to adjourn the meeting at 7:34 pm.

Seconded by: Trustee D. Brooks.

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

MOTION CARRIED unanimously by **VOICE VOTE**.