

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

Tuesday, June 10, 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, June 10th, 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 (7): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Absent Trustees (1): L. Brown

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

Late: (1): VP L. Brown entered the meeting at 6:38 pm during the Reports section.

III. COMMENTS FROM THE PUBLIC: None.

IV. CORRESPONDENCE

A. A monetary gift was given to the library in the form of a personal check of \$500.00 from the Lombardi family.

B. Senator Adriane Johnson sent an email to Director Carlile awarding a grant of \$200,000.00 to the Library. The funds are available after July 1, 2025.

V. APPROVAL OF MINUTES

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to approve the May 13, 2025 minutes.

Seconded by: Trustee D. Brooks.

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

Nays: (0)

Absent: (1) L. Brown

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: It is noted that the print on the spreadsheet is very small to read.

Motion: Secretary C. Hawthorn motioned to approve the bills totaling \$28,808.47.

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: (1) L. Brown

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to approve the Credit card payment totaling \$10,796.93.

Seconded by: Trustee D Brooks.

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

NOTE: VP L. Brown entered the meeting at 6:38 pm.

DISCUSSION: Details are included under each subsection.

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

Seconded by: Trustee B. Allen.

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 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 was \$644,327.01.

Policy: The Policy Committee held a meeting and worked on various policies, removing outdated verbiage. Documents are included in the June 10, 2025 packet with strike-throughs. The policies can be voted on at the next board meeting.

Maintenance/ Technology: The Committee met today just prior to the regular board meeting. Topics discussed included: Rekeying of the library, Staff workroom reconfiguration, the pump, the A/C transformer, study rooms, a grant from Senator Johnson, DCEO grants, Text blasts, Laptops for small classroom use, Hoopla and Kanopy, a list of current licenses held, the Library patio landscaping project.

Personnel:

The library has a new full time Technology Coordinator in the IT department.

Marketing /Bookmobile:

1. Secretary C. Hawthorn shares Library flyers at the City Hall and Foss Park district. Parents see the flyers and are invited to visit the Library. Trustees can join-in in making information available and cultivating support for the library and its events.
2. Food trucks will be at City Hall this Thursday and the Library will have a craft table to remind people of the library and draw people into the library for its many offerings.
3. Inflata-fest is June 14, 2025, which features bouncy houses at Vision Park in North Chicago from 11:00 am until 3:00 pm.
4. The bookmobile repair is on the Library to-do list.

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

X. OLD BUSINESS: ALA

Trustees received paperwork detailing a per diem for ALA travels. This year Trustees will not need to present a written report on ALA learnings, instead, trustees plan to meet-up for breakfast at the Hotel to discuss learnings and share it with others. Trustees will meet in the morning at the hotel for breakfast, but can still develop a written report and present it at a later time, although it is no longer required. All receipts will need to be returned to Accounts Payable.

XI. NEW BUSINESS: CHRISTMAS PARTY

The annual Christmas party is reserved for Friday, December 5, 2025, at Primo in Gurnee from 5-8 PM.

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, July 8, 2025 at 6:30 PM.

XIII. ADJOURNMENT

DISCUSSION: Trustees request to add Christmas package decisions and Library policies to the July agenda.

Motion: Secretary C. Hawthorn motioned to adjourn the meeting at 7:04 pm.

Seconded by: Trustee D. Brooks.

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

MOTION CARRIED unanimously by VOICE VOTE.