

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

Tuesday, March 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, March 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 (7): B. Allen, J. Allen, D. Brooks, L. Brown, E. Houston, G. Verdin, P. Villanueva.

Absent Trustees (1): C. Hawthorn

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

**III. COMMENTS FROM THE PUBLIC:** A letter was received at the library from Diamond Patrick. Diamond expressed interest in a tutoring program for parents of children who do not have transportation. Trustees noted that the library offers Tutor.com remotely for library card holders.

**IV. CORRESPONDENCE:** None.

**V. APPROVAL OF MINUTES**

DISCUSSION: None.

Motion: Trustee B. Allen motioned to approve the February 11, 2025 minutes.

Seconded by: Vice President L. Brown.

ROLL CALL:

Ayes: (7): B. Allen, J. Allen, D. Brooks, L. Brown, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (1): C. Hawthorn

*MOTION CARRIED*

#### **VI. APPROVAL OF BILLS PAYABLE**

DISCUSSION: The bills can be found on page 10 of the packet. Trustees discussed postage fees for mailing passports. The director disclosed that the City of North Chicago's BS&A system for bill payment now requires a two-factor authentication system linked to an email address.

Motion: Trustee B. Allen motioned to approve the bills totaling \$15,797.43.

Seconded by: Treasurer Peter Villanueva.

ROLL CALL:

Ayes: (7): B. Allen, J. Allen, D. Brooks, L. Brown, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (1): C. Hawthorn

*MOTION CARRIED*

#### **VII. APPROVAL OF VISA CREDIT CARD PAYMENT**

DISCUSSION: Trustees noted a typo on the spreadsheet on page 74, showing United for Hotels.

Motion: Trustee B. Allen motioned to approve the credit card bill totaling \$15,916.76.

Seconded by: Vice President L. Brown.

ROLL CALL:

Ayes: (7): B. Allen, J. Allen, D. Brooks, L. Brown, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (1): C. Hawthorn

*MOTION CARRIED*

#### **VIII. COMMITTEE REPORT**

DISCUSSION: Details are included under each subsection.

Motion: Trustee D. Brooks motioned to approve the Committee Reports, Staff reports, and all reports in the packet.

Seconded by: Vice President L. Brown.

ROLL CALL:

Ayes: (7): B. Allen, J. Allen, D. Brooks, L. Brown, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (1): C. Hawthorn

## *MOTION CARRIED*

**Treasurer/Finance:** Library Treasurer Peter Villanueva shared City Treasurer Vance D. Wyatt's Report for the period ending Feb. 28<sup>th</sup> 2025 is found on page 141 of the packet. Revenues totaled \$4,558.64 for February, with an ending total cash balance of \$1,887,528.43. Trustees discussed the credit card fees, which totaled \$246.31 for the month of February, and \$1,999.89 since the first day of the fiscal year, May 1, 2024. Some patrons in our community do not have cash at hand and use a credit card to print two pieces of paper, incurring a fee greater than the cost of paper and ink. The director explained that a couple of free prints are not allowed unless waived by the librarian, at discretion.

**Policy:** The new policy drafts are included in the packet starting on page 163. Typos, run-on sentences, and clearer language are changes to consider. Areas are highlighted in red or underlined to show the areas that are being included in the vote to amend the policy.

### **Personnel:**

1. Interviews have started for the new opening: Full Time Programming Assistant.
2. The library is also considering opening another full-time position with IT responsibilities.
3. Two staff members might be utilizing FMLA. Paperwork must be completed for FMLA. The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year.
4. The director is working with HR at City hall to add designated Library Board Trustees to the Paylocity system.
5. A part-time worker, was offered and accepted 8 additional hours per week to help in Technical Services.

### **Maintenance/ Technology:**

1. Rekeying of the library doors is the current project. Recently the Community Room doors, including the exterior door to the parking lot, and the meeting room door adjacent to the lobby, were added to the network. Having the keypad on the network will allow Early Voting to take place at the Library, in the designated area, outside of regular library hours. For example, the library is a designate early voting site that allows for Voting on a Sunday, when the library is not open. Voters and Election staff can use the keypad to enter a code to enter the building on their own, and access the lobby, bathrooms, and parking lot without Library staff being present.
2. The library received a verbal quote from the company that installed the currently used camera system. Upgrading the cameras to 4K with DVR and online access was quoted at \$6700.00 but needs to be received in writing.
3. The broken Community Room dishwasher was removed and hauled away. A dishwasher water line and one 220 electrical outlet remain in the area.
4. Reserve money may be used to add two mobile study rooms for patrons to use for various purposes such as study rooms, exam proctoring, etc.

5. A capital improvement plan can be created to set aside reserve money for future building repairs, planned upgrades, and lifespan of equipment.
6. Reserve money can be used to reconfigure the office staff space and add additional staff workspaces.
7. The library boiler copper pieces require a certain PH level of water. Recently, the marker was .5 off the max PH level. Trane stated that the .5 off the max is safe and HOH stated differently. The maximum PH level is 6-8 and NCPL's water level was tested at 8.5.

**Marketing /Bookmobile**

The bookmobile needs updating. Many repair shops that were asked, stated that they do not repair "after-market" van paneling. New paneling and ceiling installments and updates to renovate the van could total approximately \$2,000.00.

**IX. SPECIAL COMMITTEE REPORTS:** Minutes are available to trustees. The Personnel/Policy committee and the Maintenance/Technology committee each met once since the last regular board meeting.

**X. STAFF REPORTS:**

Director Report  
Reference Department  
Children's Department  
Assistance/Technical Services  
Programming Assistant

**XI. OLD BUSINESS:**

1. Madame President J. Allen mentioned that ALA is scheduled for June 26-30, 2025 in Philadelphia, Pennsylvania. Trustees who attended ALA LibLearnX in Phoenix, Arizona can receive 10% off discount. Trustees who are interested in attending this June should contact Director Carlile.

**XII. NEW BUSINESS**

1. Trustees must submit the "Statement of Economic Interest," before April 30, 2025. It takes approximately 2-3 minutes to complete. A fine of \$15 can incur after May 1st, and again the fine per day can increase beyond that, up to \$50 per day.
2. Approval of the policy review schedule: Policies 001, 002, and 023 were reviewed during March 2025. Updates will be made, including formatting the date of revisions and removing previous dates. Newer copies will be made available at the next meeting. The director will keep copies of older policies and a log of the dates of revisions.

**SPECIAL VOTE:** Policy Committee Chair Trustee B. Allen led the vote to approve the policies 001, 002, and 023 with corrections.

ROLL CALL:

Ayes: (7): B. Allen, J. Allen, D. Brooks, L. Brown, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (1): C. Hawthorn

*MOTION CARRIED*

3. Director Carlile gave an overview of Immigration and Customs Enforcement (ICE) agents, and how the library will handle any inquiries.
4. The North Chicago Friends of the Library group is seeking the possibility of becoming a 501C3 or registering at the Illinois Secretary of State's website as an official not-for-profit group, either option will allow the group to receive checks in the name of the group instead of a personal name or in the library's name. Members of the Friends group can then add authorized names on the group's bank account, separating personal income from group income.

**XIII. 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, April 8, 2025.

#### **XV. ADJOURNMENT**

DISCUSSION: None.

Motion: Vice President L. Brown motioned to adjourn the meeting at 7:51 pm.

Seconded by: Trustee D. Brooks.

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

*MOTION CARRIED* unanimously by VOICE VOTE.