

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

Tuesday, March 13, 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, May 13th, 2025, at 6:30 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  
Trustee Peter Villanueva (Chair)

**II. ROLL CALL**

Trustees Present (7): B. Allen, J. Allen, D. Brooks, L. Brown, C. Hawthorn, G. Verdin, P. Villanueva.

Absent Trustees (1): E. Houston

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

**III. COMMENTS FROM THE PUBLIC:** None.

**IV. CORRESPONDENCE:** None.

**V. APPROVAL OF MINUTES**

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to approve the April 8, 2025 minutes.

Seconded by: Vice President L. Brown.

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

Nays: (0)  
Absent: (1): E. Houston  
*MOTION CARRIED*

**VI. APPROVAL OF BILLS PAYABLE**

DISCUSSION: Trustees discussed the bills on page 4.

Motion: Secretary C. Hawthorn motioned to pay the bills totaling \$32,860.22.

Seconded by: Vice President L. Brown.

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

Nays: (0)  
Absent: (1): E. Houston  
*MOTION CARRIED*

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

DISCUSSION: Trustees discussed the credit card bill on page 107.

Motion: Secretary C. Hawthorn motioned to pay the Visa Credit Card totaling \$6,579.67.

Seconded by: Treasurer P. Villanueva.

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

Nays: (0)  
Absent: (1): E. Houston  
*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 all reports included in the packet.

Seconded by: Trustee B. Allen.

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

Nays: (0)  
Absent: (1): E. Houston  
*MOTION CARRIED*

**Treasurer/Finance:** Library board Treasurer P. Villanueva went over City Treasurer V. Wyatt's report for the period ending April 30th, 2025, found on page 90. Revenues totaled \$4,320.40 and expenses totaled \$116,363.51. The Cash balance was \$ 651,511.14. Trustees discussed the credit card fees and options to avoid the high cost to provide library patrons the option to pay for print outs or other fees using their credit card at the library cash drawer. Trustees discussed the option of adding a convenience fee to the patron's bill if they utilize the credit card payment system. Credit card fees were

approximately \$2700.00 per year. Trustees also discussed removing credit card usage as an option. If no cards are used for payments at the library cash drawer, the library would not incur the credit card fees. Trustees will discuss this further at a Finance committee meeting.

**Policy:** None.

**Maintenance/ Technology:** Trustees discussed various topics including:

1. Re-keying the library doors.
2. Remodeling the staff work area in Technical Services.
3. Adding modular study rooms. Trustees will vote next month.
4. Adding a text service.
5. The business center update with new coinbox is completed.
6. The second self-checkout machine is installed and completed.
7. The library camera system can be updated using a grant, if attained.
8. New laptops for staff use have been worked on (Rob from ImageTec).
9. Trustees seek out a Hoopla demonstration.
10. Updated to STEM technology are considered.

**Personnel**

The library seeks out a full-time IT position: Five qualified candidates were considered, with three interviews completed, and 1 job offer is awaiting reply. In the event that the job isn't secured, the library can continue to use ImageTec for computer and IT projects.

**Marketing /Bookmobile**

1. The plant sale is advertised on Facebook and at Board meetings. The Friends of the Library Plant Sale is Saturday, May 31<sup>st</sup> from 10:00 am until 2:00 pm.
2. Bookmobile repairs are to be done soon. A new route will start at a local school before the end of the school year.

**IX. SPECIAL COMMITTEE REPORTS: None.**

**X. STAFF REPORTS:**

Director Report  
Reference Department  
Children's Department  
Assistant Director/ Tech Services  
Programming.

**XI. OLD BUSINESS: ALA**

Hotel rooms and airfare are secured for the group of attendees headed to ALA in Philadelphia during June 26-30, 2025.

**XII. NEW BUSINESS**

The library seeks out venues, rates, and meal packages for Christmas 2025. The dates of Friday December 5<sup>th</sup> or 12<sup>th</sup> are preferred.

**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, June 10, 2025.

**XV. ADJOURNMENT**

DISCUSSION: None.

Motion: Treasurer P. Villanueva motioned to adjourn the meeting at 7:06 pm.

Seconded by: Trustee D. Brooks.

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

*MOTION CARRIED* unanimously by VOICE VOTE.