

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

Tuesday, September 9th, 2025, 6:30 p.m.

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

<https://zoom.us/j/92810157705?pwd=M2pPdW5aYTdSUncySHROVnkrOFIGZz09>

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, September 9th, 2025, at 6:40 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 (5): B. Allen, J. Allen, C. Hawthorn, G. Verdin, P. Villanueva.

Absent Trustees (3): D. Brooks, L. Brown, E. Houston.

Others Present (7): Director L. Carlile, County Director M. Cox, J. Finnerty, Attorney J. Hartman (Virtual), L. Kouski, City Treasurer V. Wyatt (Virtual).

**III. SPEAKERS LEE KOUSKI AND DR. MICHELLE COX FROM THE UNIVERSITY OF ILLINOIS EXTENSION.**

Lee Kouski highlighted the summer bookwalk, which was displayed outside the library and featured programs such as *Growing Vegetable Soup*, *Head to Toe*, and *My Five Senses* - available in both English and Spanish. The bookwalk also included a survey, which proved successful in reaching patrons with additional information, including nutrition facts. Kouski noted that she enjoyed partnering with the library and presented NCPL with a framed certificate of recognition. Dr. Michelle Cox discussed the possibility of providing NCPL with bookwalk supplies, should the University of Illinois Extension program secure federal funding, as the current program is coming to an end.

**IV. VANCE WYATT:**

City Treasurer Wyatt prepared information such as City and State Codes, for the Library Board which is in the September packet. Treasurer Wyatt was available virtually during the meeting for any questions. The board seeks to clarify the role of the City Treasurer Wyatt and the Library Treasurer Villanueva. A review of State and City codes confirmed that no rule requires the City Treasurer to also serve as the Library Treasurer; rather, this practice has simply been a longstanding custom at the municipal level in North Chicago. Treasurer Wyatt continues to provide the Board with monthly updates on the Library's financial status. Madame President J. Allen requested that a meeting be scheduled to review and access the financial information directly.

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

**VI. CORRESPONDENCE: Booklet and framed Certificate of Appreciation.**

Lee Kouski distributed a booklet to everyone in attendance titled "*Lifelong Learning. Lifelong Impact: Serving Lake and McHenry Counties - Illinois Extension Impact Report 2024.*" The report highlights the 2024 engagement statistics, including service to 730 communities and participation from more than 805,000 program attendees. In addition, a framed Certificate of Appreciation was presented in recognition of NCPL's collaboration with the University of Illinois Extension programs, including SNAP Education and the Community Bookwalk.

**VII. APPROVAL OF MINUTES**

DISCUSSION:None.

Motion: Treasurer P. Villanueva motioned to approve the August 2025 minutes.

Seconded by: Secretary C. Hawthorn.

ROLL CALL:

Ayes: (5) B. Allen, J. Allen, C. Hawthorn, G. Verdin, P. Villanueva

Nays: (0)

Absent: (3): D. Brooks, L. Brown, E. Houston

*MOTION CARRIED*

**VIII. APPROVAL OF BILLS PAYABLE**

DISCUSSION: Trustees discussed the bills.

Motion: Secretary C. Hawthorn motioned to approve the bills totaling \$20,203.54.

Seconded by: Treasurer P. Villanueva.

ROLL CALL:

Ayes: (5) B. Allen, J. Allen, C. Hawthorn, G. Verdin, P. Villanueva

Nays: (0)

Absent: (3): D. Brooks, L. Brown, E. Houston

*MOTION CARRIED*

**IX. APPROVAL OF THE VISA CREDIT CARD PAYMENT**

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to approve the Visa bill totaling \$9,728.70.

Seconded by: Trustee B. Allen.

ROLL CALL:

Ayes: (5) B. Allen, J. Allen, C. Hawthorn, G. Verdin, P. Villanueva

Nays: (0)

Absent: (3): D. Brooks, L. Brown, E. Houston

*MOTION CARRIED*

**X. REPORTS (All Written reports in the board packet).**

DISCUSSION: Details are included under each subsection.

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

Seconded by: Trustee G. Verdin.

ROLL CALL:

Ayes: (5) B. Allen, J. Allen, C. Hawthorn, G. Verdin, P. Villanueva

Nays: (0)

Absent: (3): D. Brooks, L. Brown, E. Houston

*MOTION CARRIED*

**Treasurer/Finance:** Trustees discussed the Report for the period ending August 31, 2025, Revenues totaled \$59,298.22. Expenses totaled \$48,553.50. Credit card fees totaled 106.53. Expenditures totaled \$48,553.50. The remaining balance for July 31, 2025 was \$703,455.82.

Treasurer Wyatt went over the narrative provided in the September packet, which recommends for the Library to work with the Mayor's Administration to restore the Library's Home Rule Property Tax levy rather than relying on the PPRT. The city has seen a reduction in PPRT funds since 2023. Treasurer Wyatt encourages the Library to advocate for legislation, in partnership with ILA, that would allow Libraries to receive a share of the sales tax revenue, offsetting the decline of the PPRT funding. He is willing to testify in Springfield.

**Policy:** The policy committee met on September 3, 2025, to discuss the SMS text policy which is up for a vote today. It also briefly reviewed the Circulation policy and Bylaws, both which will be discussed further at the Board Retreat on Saturday, November, 15, 2025.

**Maintenance/ Technology:** This committee met today just before the regular meeting and discussed the ongoing maintenance and projects relating to: Library locks and keys, the completion of the staff work area in the Technical Services room, the DCEO grant account manager in IL Senator Johnson's office, The State of Illinois grant designated for camera equipment may also be applied in conjunction with a remodeling grant meaning that funding from both sources can be used together to support eligible renovation projects that include the purchase and installation of cameras. Additionally, the group discussed: STEM surveys will continue to be collected through the Extravaganza program on October 11th, 2025, and a handout was provided detailing the licenses currently held.

**Personnel:** The personnel committee met on September 9th, 2025 to perform a mid-year check-in discussing measurable goals.

**Marketing:** Secretary C. Hawthorne reported that the Facebook videos promoting upcoming events in the children's area were well received. She noted that the Healing Meditation program had reached full capacity and that the Paint & Sip program was also popular.

The library is seeking to designate an employee specifically for marketing projects.

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

**XII. OLD BUSINESS:** None.

**XIII. NEW BUSINESS:**

1. Board financial report: Reviewed.
2. Board Retreat: Saturday November 15, 2025.
3. Board photographs: A photographer will be available at the Board Retreat.
4. Committee meeting expectations: Please set up the dates ahead of time and notify Madame President J. Allen of any committee meetings that are scheduled, as she and/or VP L. Brown prefers to attend, if possible.
5. Policy vote SMS: Trustees discusses the policy

**SPECIAL VOTE: SMS POLICY #024**

**DISCUSSION:** Trustees provided some changes to the proposed policy.

**Motion:** Secretary C. Hawthorn motioned to approve the New SMS policy #024 with the corrections requested: Opt-Out and Data Removal: Opting out stops future messages, with the right to delete personal information fully from the system, along with how often texts will be received.

**Seconded by:** Trustee B. Allen

**ROLL CALL:**

**Ayes:** (5) B. Allen, J. Allen, C. Hawthorn, G. Verdin, P. Villanueva

**Nays:** (0)

**Absent:** (3): D. Brooks, L. Brown, E. Houston

**MOTION CARRIED**

**XIV. 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, October 14, 2025 at 6:30 PM.

**XV. ADJOURNMENT**

**DISCUSSION:** Trustees request to adjourn the meeting.

**Motion:** Madame President J. Allen motioned to adjourn the meeting at 7:32 pm.

**Seconded by:** Trustee B. Allen.

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

**MOTION CARRIED** unanimously by **VOICE VOTE**.