

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

Tuesday, January 14, 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, January 14, 2025, at 6:32 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 (6): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston, P. Villanueva.

Absent Trustees (2): L. Brown, G. Verdin

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

Note: Late: G. Verdin entered 7:03 pm (Committee Reports).

III. COMMENTS FROM PUBLIC: None.

IV. CORRESPONDENCE: None.

V. APPROVAL OF MINUTES

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to approve the December 2024 minutes.

Seconded by: Trustee B. Allen.

ROLL CALL: Ayes: (6) B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston, P. Villanueva.
Nays: (0)
Absent: (2): L. Brown, G. Verdin
MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: Trustees discussed Adtec Software, Otis books, and PrairieCat consortium fees. Further discussion included lost library item fees and the construction fee for the plaque installation.

Motion: Secretary C. Hawthorn motioned to pay the bills totaling \$25,586.47.

Seconded by: B. Allen.

ROLL CALL: Ayes: (6) B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston, P. Villanueva.
Nays: (0)
Absent: (2): L. Brown, G. Verdin
MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: Trustees discussed that the airfare for ALA LibLearnX wasn't posted on the credit card statement. Tickets were purchased in the beginning of January. Trustees suggested getting batteries and trash bags through Cintas. A cost analysis will be considered.

Motion: Secretary C. Hawthorn motioned to pay the Visa credit card payment totaling: \$6,391.30.

Seconded by: Treasurer P. Villanueva.

ROLL CALL: Ayes: (5) B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston, P. Villanueva.
Nays: (0)
Absent: (3): L. Brown, E. Houston, G. Verdin
MOTION CARRIED

Note: Please note that Trustee Houston stepped out of the room briefly Before the vote and returned for the Committee Report.

VIII. COMMITTEE REPORTS

DISCUSSION: Details are included under each subsection.

Motion: Secretary C. Hawthorn motioned to approve the Committee Reports, Staff Reports, and any other Reports in the Board packet.

Seconded by: Treasurer P. Villanueva.

ROLL CALL: Ayes: (7) B. Allen, J. Allen, D. Brooks, G. Verdin, C. Hawthorn, E. Houston, P. Villanueva.
Nays: (0)

Absent: (1): L. Brown
MOTION CARRIED

Treasurer/Finance: Trustees discussed V. Wyatt's City Treasurer report for the period ending December 31, 2024. Revenues totaled \$20,900.20. Expenses were \$85,020.92. The cash balance was \$972,995.43. Library Treasurer P. Villanueva can contact V. Wyatt to set up a bank login. City Treasurer V. Wyatt uses the bank statement to detail the Finance report. Treasurers discussed interest in seeing statement details separating Grant funds from Property Tax income with the ability to check off Grant money received and deposited into the Library's bank account.

Policy: Trustee B. Allen organized a Policy committee meeting and arranged for Director Carlile to create a calendar of reviewed policies. Policy review will be 2-3 policies per year and policies will be reviewed, updated, or re-approved as-is on a rotating list-schedule of policies. Each policy will be revisited every 3 years.

Maintenance/ Technology: The Maintenance and Technology Committee meeting met just before this Library board meeting. The information was now shared with the whole group.

1. Building update: Camera companies didn't show up to give NCPL quotes. Director Carlile will arrange for appropriate quotes for this camera project. Trustee Verdin gave recommendation for the new cameras: cloud-based service, full replacement of cameras, and 4K cameras which are more affordable than 8K cameras but better than 1080 in terms of clarity and facial identity.
2. Locks: There is a scheduled walkthrough for quotes tomorrow concerning Keypad and Key cards for Library entrances and staff areas.
3. Comcast issues: Comcast customer service is challenging. The good news is that E-Rate gives the library 90% back for the Internet bill. The comcast phone service invoices cannot be accessed online. Comcast will fix this so that NCPL can access invoices online. Director Carlile will set up auto-pay for this service which currently requires two different online portals.
4. Paint: The new paint from the Staff and Public bathroom remodel project is peeling outside by the staff entrance and outside by the covered entrance. The construction foreman has been contacted and will pass through to assess the paint. The foreman mentioned that painting outside requires the outdoor temperatures to be 40 degrees or more.
5. The Staff lounge toilet was fixed with a more powerful flusher and has been successful now for over one month.
6. Furniture: The library needs some new furniture and Director Carlile reached out to Senator A. Johnson to request discretionary funds through filling out a form and setting up a meeting to pitch specific needs.
7. Next phase of construction: Reconfiguration of study rooms.

Personnel: Trustee B. Allen arranged for a new organization chart which is included in the back of the January Board packet. Trustee B. Allen recommends two additional staff positions to be added for the next fiscal year. Ideally the two positions would include one evening shift programming assistant to help with programs, community events, and afternoon desk shifts. This would be an hourly position. The second position would be an in-house IT person to replace the contracted company. The position would be approximately half IT department duties and half technology librarian skill duties to assist with customer service, programs, and computer classes. The position that includes IT duties will have a salaried status. Trustee B. Allen will lead a special meeting for staff performance evaluations and goals. She handed out sheets for each trustee to fill out prior to the February 11, 2025 meeting.

Marketing /Bookmobile:

1. Secretary C. Hawthorn distributed flyers and marketed library programs locally as well as online utilizing Facebook and other online platforms. Secretary C. Hawthorn recommended designing a new Tutor.com sign that is easier to read from the road with less wording and printed on the opposite side in Spanish.
2. Secretary C. Hawthorn would like to promote the automotive repair database and gathered ideas.
3. Trustees discussed the most recently marketed program, “Christmas @ the Library” and looked over the photo including costumes, of Sant, Mrs. Claus, elves, and other features of that evening program.
4. Director Carlie mentioned that the Library’s Instagram account was recovered and the new logo is featured on Facebook which was designed by Leah.
5. Secretary C. Hawthorn revisited the Library podcast and wants to use it to market the Library more in the near future. Ideas include a kids cartoon podcast or school project involving the recording studio.
6. The bookmobile has a new stop at Learn 10 with Eduardo.
7. Ideas to add homebound delivery for NCPL card holders utilizing the bookmobile.
8. Marketing ideas for the bookmobile include adding music, balloons, upgrades, new designs to get kids attention.
9. Furthermore, Secretary C. Hawthorn asked for help in marketing the Tutor.com online resources. Trustees can share it with patrons and in the community using word-of-mouth advertisements noting that it has features for test preparation for the ACT test, ASVAB tests, Kids math and other areas. She will as she will participate in sharing this resource again appropriately through media and flyers.

IX. STAFF REPORTS: DISCUSSION: Trustees discussed the staff reports.

Director Report

Reference Department

Children’s Department

Assistant Director/Technical Services

Programming Report

X. OLD BUSINESS: PPRT

Trustees discussed the PPRT. Personal property replacement taxes (PPRT) are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away. Statutory Reference: 30 ILCS 115/12. Trustees requested data on tax money and will hold a separate Finance meeting to discuss how to gather information.

XI. NEW BUSINESS:

A. Budget

DISCUSSION: Trustees discussed the reasoning to increase the fiscal budget for the library. The increase in the budget will allow the director to hire additional staff.

Motion: Trustee B. Allen motioned to increase the budget as presented for Fiscal year 2025-2026.

Seconded by: Trustee G. Verdin.

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

Nays: (0)

Absent: (1): L. Brown

B. Friends of the Library:

Director Carlile will meet with the FOTL in February to discuss how the appropriated funds of \$500 can be utilized in the Library. The Friends group has asked for information on how to function with checks and income without being a 501c3. Currently, checks written to the Friends group for membership dues or other reasons, are given to the library to deposit into the library funds.

XII. 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, February 10, 2025.

XV. ADJOURNMENT

DISCUSSION: Trustees discussed various venues for the upcoming Christmas party in December 2025. Trustees discuss annual attendance, excused absences, and committee meetings. Trustees who cannot attend meetings should contact Madame President and the Director to excuse themselves prior to meeting in order for the group to ensure a quorum.

Motion: Trustee B. Allen motioned to adjourn the meeting at 8:52 pm.

Seconded by: Trustee D. Brooks.

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

MOTION CARRIED unanimously by VOICE VOTE