

North Chicago Public Library
2100 Argonne Dr., North Chicago, IL 60064
Library Board of Trustees Meeting
Boardroom, Monday, November 10, 2025, 6:00 pm

Join Via Zoom:

<https://zoom.us/j/92810157705?pwd=M2pPdW5aYTdSUncySHRQVnkrOFIGZz09>

Meeting ID: 928 1015 7705

Passcode: 421215

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- I. CALL TO ORDER:** Madame President J. Allen called the Regular Meeting of the Library Board of Trustees to order at 6:32 p.m. on Monday, November 10, 2025, in the Library Board Room of the North Chicago Public Library and welcomed everyone in attendance.

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 (6): B. Allen, J. Allen, D. Brooks, L. Brown, C. Hawthorn, G. Verdin.

Absent Trustees (2): E. Houston, P. Villanueva.

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

III. COMMENTS FROM THE PUBLIC: None

IV. CORRESPONDENCE:

Correspondence was received today from LEARN 6 and LEARN 10 requesting the library’s support in reversing the ISBE decision. For context: ISBE voted not to renew four LEARN campuses, including LEARN 6 and 10. Illinois law allows a charter school to appeal a non-renewal decision by a local school board. The library is not part of this process and does not wish to take a position on the matter.

V. **APPROVAL OF THE MINUTES**

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to approve the minutes from October 14, 2025.

Seconded by: VP L. Brown.

ROLL CALL:

Ayes: (6): B. Allen, J. Allen, D. Brooks, L. Brown, C. Hawthorn, G. Verdin.

Nays: (0)

Absent: (2): E. Houston, P. Villanueva.

MOTION CARRIED

VI. **APPROVAL OF BILLS PAYABLE**

DISCUSSION: Trustees discussed the bills. Topics included an overview of Newsbank, Lake County News-Sun.

Motion: Secretary C. Hawthorn motioned to approve the bills totaling \$16,540.74.

Seconded by: Trustee D. Brooks.

ROLL CALL:

Ayes: (6): B. Allen, J. Allen, D. Brooks, L. Brown, C. Hawthorn, G. Verdin.

Nays: (0)

Absent: (2): E. Houston, P. Villanueva.

MOTION CARRIED

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

DISCUSSION: The director discussed the Uber reimbursement. Trustees discussed the Library V, City ADT security system. Note the Library V. City firewall access was fixed, allowing the library to access the library's firewall.

Motion: Secretary C. Hawthorn motioned to approve the Visa bill totaling \$5,089.76.

Seconded by: Trustee D. Brooks.

ROLL CALL:

Ayes: (6): B. Allen, J. Allen, D. Brooks, L. Brown, C. Hawthorn, G. Verdin.

Nays: (0)

Absent: (2): E. Houston, P. Villanueva.

MOTION CARRIED

VIII. **REPORTS** (Committee reports & all the reports in the packet)

DISCUSSION: Details are included under each subsection.

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

Seconded by: Trustee D. Brooks

ROLL CALL:

Ayes: (6): B. Allen, J. Allen, D. Brooks, L. Brown, C. Hawthorn, G. Verdin.

Nays: (0)

Absent: (2): E. Houston, P. Villanueva.

MOTION CARRIED

Treasurer Finance: Trustees discussed the report for the period ending October 31st, 2025. Revenues totaled \$34,813.27. Expenses totaled \$76,933.20. The remaining balance was \$771,634.58.

Policy: Trustees plan to discuss the Circulation policy and bylaws at the Board Retreat on Saturday, November 15, 2025.

Maintenance & Technology: This committee met just prior to the board meeting this evening and discussed the DCEO grant and Hoopla.

Personnel: The director has planned to conduct staff reviews.

Marketing & Bookmobile: The library is gearing up for the Christmas@the Library event on Thursday, December 11, 2025 from 5-7 PM. There will be photo booth stations, live Christmas songs sung by the Mayor's secretary Tina and her husband, including cookies, cocoa, and a visit from Santa.

IX. **STAFF REPORTS**: Director Report, Reference Department, Children's Department, Assistant Director/Technical Services, Programming Assistant reports, and Technology coordinator report.

X. **OLD BUSINESS**

A. Board Retreat: The Board Retreat is scheduled for Saturday, November 15, 2025 at the Courtyard Marriott in Fountain Square at 3800 Northpoint Blvd, Waukegan, IL 60085. The room is reserved from 8:00 AM until 2:00 PM. Madame President J. Allen reminded trustees to wear the library logo shirts. Photos will be scheduled before the meeting starts.

B. Holiday party: NCPL Christmas Party.

Who: Board and Library Colleagues + 1 guest each. RSVP as soon as possible.

What: Food, Colleagues, Games, and good Cheer!

When: Friday, December 5th, 2025, from 5:00 – 8:00pm

Where: Primo Italian American Cuisine, 720 Milwaukee Ave, Gurnee, IL 60031.

Menu: The menu will be finalized at the Board Retreat.

XI. **NEW BUSINESS**

Board member of the Year: Madame President will circulate a survey to Trustees to gather nominations and recognize an outstanding board member.

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 December 9, 2025 at 6:30 PM. The maintenance committee meeting will be meeting the same day at 6:00 PM.

XIII. **ADJOURNMENT**

DISCUSSION: Trustees request to adjourn the meeting.

Motion: Secretary C. Hawthorn motioned to adjourn the meeting at 6:53 pm.

Seconded by: Trustee D. Brooks.

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

MOTION CARRIED unanimously by VOICE VOTE.