

**North Chicago Public Library**  
2100 Argonne Dr., North Chicago, IL 60064  
Library Board of Trustees Meeting  
Boardroom, Tuesday, October 14, 2025, 6:00 pm

Join Via 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 J. Allen called the Regular Meeting of the Library Board of Trustees to order at 6:30 p.m. on Tuesday, October 14, 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 (5): B. Allen, J. Allen, D. Brooks, C. Hawthorn, P. Villanueva.

Absent Trustees (3): L. Brown, E. Houston (waiting virtually), G Verdin.

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

**A. SPECIAL VOTE TO ALLOW TRUSTEE VIRTUAL ATTENDANCE**

DISCUSSION: Trustee E. Houston was waiting online for approval to join the meeting virtually. Note: Under Section 7(a)-(c), a member attending remotely has the same rights as those attending in person, including the ability to participate in discussions and vote, unless otherwise restricted by the public body’s rules.

Motion: Secretary C. Hawthorn made a motion to permit Trustee E. Houston to attend the meeting virtually.

Seconded by: Trustee D. Brooks.

VOICE VOTE: All in favor.

Ayes: (5): B. Allen, J. Allen, D. Brooks, C. Hawthorn, P. Villanueva.

Nays: (0)

Absent: (3): L. Brown, E. Houston (waiting virtually), G. Verdin.

*MOTION CARRIED*

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

**III. CORRESPONDENCE: None.**

**IV. APPROVAL OF THE MINUTES**

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to approve the minutes from September 9, 2025.

Seconded by: Trustee D. Brooks.

ROLL CALL:

Ayes: (6): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston (Virtual), P. Villanueva.

Nays: (0)

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

*MOTION CARRIED*

**V. APPROVAL OF BILLS PAYABLE**

DISCUSSION: Trustees discussed the bills. The discussion touched on Janpro, Cintas, Imagetec, IT, Envisionware, and other service providers.

Motion: Secretary C. Hawthorn motioned to approve the bills totaling \$21,440.48.

Seconded by: Treasurer P. Villanueva.

ROLL CALL:

Ayes: (6): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston (Virtual), P. Villanueva.

Nays: (0)

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

*MOTION CARRIED*

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

DISCUSSION: None.

Motion: Secretary C. Hawthorn motioned to approve the Visa bill totaling \$4,070.43.

Seconded by: Trustee D. Brooks.

ROLL CALL:

Ayes: (6): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston (Virtual), P. Villanueva.

Nays: (0)

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

*MOTION CARRIED*

## **VII. 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, C. Hawthorn, E. Houston (Virtual), P. Villanueva.

Nays: (0)

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

*MOTION CARRIED*

Treasurer Finance: Trustees discussed the report for the period ending September 30th, 2025. Revenues totaled \$189,544.07. Expenses totaled \$79,245.38. The remaining balance for September 30th 2025 was \$813,754.51. The trustees discussed credit card usage in the Business Center, which affects the transfer deposits and credits on the statement. Credit cards are also accepted at both public service desks.

Policy: This committee did not meet in September but plans to go through the bylaws during the Board retreat.

Maintenance & Technology: This committee met just prior to the board meeting this evening and discussed the print station, hotspots, community room reservation, cameras, and State of Illinois grants.

Personnel: Did not meet in September 2025.

Marketing & Bookmobile: Trustees wish to be a part of outreach events and request to be notified of events. The bookmobile will visit SGA, Great Lakes, and Learn 10, as well as A Safe place which is TBD. The Director and Children's Librarian will attend the October School Board meeting to talk about library resources and services. The library features Instagram, Facebook Live videos, flyer and/or video posts, and TikTok content.

STEM programs, senior sessions, and meditation programs have all demonstrated gaining or strong attendance.

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

**IX. 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. Details will be sent to Trustees before the event. Madame President J. Allen suggested to wear the library logo shirts. Photos will be scheduled before the meeting starts.
- B. Board Photographs: Photos will be taken on the morning of the Board retreat. Madame President J. Allen suggested wearing the library logo shirts.
- C. Holiday party: NCPL Staff Christmas Party. The menu includes these options: beef, chicken, and/or vegetarian pasta with wild mushrooms. Sides include: salad, potatoes, green beans, and a dessert of chocolate cake or cheese cake. A non-alcoholic drink package was selected including coffee, soda, tea, and water. Who: Board and Library Colleagues + 1 guest each. RSVP as soon as possible. When: Friday, December 5th, 2025, from 5:00 – 8:00pm  
Where: Primo Italian American Cuisine, 720 Milwaukee Ave, Gurnee, IL 60031.

**X. NEW BUSINESS**

- A. November meeting: November 11, 2025, Veterans Day. Trustees discussed the meeting which is scheduled for a holiday.
- B. **SPECIAL VOTE**: Keep or reschedule the November meeting.  
DISCUSSION: The library is closed on Veteran’s Day, November 11, 2025. The board meetings are public meetings. Some trustees have other commitments on the government holiday.  
Motion: Trustee D. Brooks motioned to keep the November meeting on November 11, 2025.  
Seconded by: Treasurer P. Villanueva.  
ROLL CALL:  
Ayes: (0):  
Nays:(6): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston (Virtual), P. Villanueva.  
Absent: (2): L. Brown, G. Verdin.  
*MOTION FAILED*

C. **SPECIAL VOTE:** To schedule a good date to hold the meeting.

Motion: Secretary C. Hawthorn motioned to hold the Regular Library Board meeting for November on Monday, November 10, 2025 at 6:30 PM.

Seconded by: D. Brooks.

ROLL CALL:

Ayes: (6): B. Allen, J. Allen, D. Brooks, C. Hawthorn, E. Houston (Virtual), P. Villanueva.

Nays: (0)

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

*MOTION CARRIED*

**XI. 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 Monday, November 10, 2025 at 6:30 PM. The maintenance committee meeting will be meeting the same day at 6:00 PM.

**XII. ADJOURNMENT**

DISCUSSION: Trustees request to adjourn the meeting.

Motion: Madame President J. Allen motioned to adjourn the meeting at 7:10 pm.

Seconded by: Trustee B. Allen.

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

*MOTION CARRIED* unanimously by VOICE VOTE.