

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

Tuesday, December 9, 2025, 6:30 p.m.

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

<https://zoom.us/j/92810157705?pwd=M2pPdW5aYTdSUncySHROVnkrOFlGZz09>

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, December 9, 2025, at 6:31 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
Trustee Lawrence Brown

Attorney:

James “Jim” C. Hartman
Magee Hartman, P.C.

Policy & Personnel

Treasurer Beverly Allen (Chair)
Trustee Edward Houston
Secretary Daphne Brooks

Marketing & Bookmobile

VP Carmecia Hawthorn (Chair)
Trustee Edward Houston
Trustee Peter Villanueva
Treasurer Beverly Allen

Finance

Trustee Lawrence Brown
Trustee Peter Villanueva (Chair)
Treasurer Beverly Allen

II. ROLL CALL

Trustees Present (5): B. Allen, J. Allen, D. Brooks, C. Hawthorn, G. Verdin.

Absent Trustees (3): L. Brown, E. Houston, P. Villanueva.

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

III. COMMENTS FROM THE PUBLIC: None.

IV. CORRESPONDENCE

A letter and a donation of \$200 was received in memory of Linda May, a voracious reader and longtime resident of North Chicago, from Lou and Carol Lombardi.

V. APPROVAL OF MINUTES

DISCUSSION: None.

Motion: Vice President C. Hawthorn motioned to approve the minutes from November 2025. The motion includes approving the Board minutes, Committee Minutes, and Board Retreat Minutes.

Seconded by: Secretary D. Brooks.

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

VI. APPROVAL OF BILLS PAYABLE

DISCUSSION: Trustees discussed continued learning cost, classes, requested copies of the spreadsheet to be in the short packet, and E-rate reimbursement.

Motion: VP C. Hawthorn motioned to approve the bills totaling \$15,954.00

Seconded by: Secretary D. Brooks.

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

VII. APPROVAL OF THE CREDIT CARD PAYMENT

DISCUSSION: Trustees discussed the security systems ADT and ADS.

Motion: VP C. Hawthorn motioned to approve the Visa credit card payment totaling \$4,896.80.

Seconded by: Secretary D. Brooks.

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

Treasurer Finance : Trustees discussed the report for the period ending November 30, 2025. Revenues totaled \$29,521.33. Expenses totaled \$86,589.43. The remaining balance was \$714,566.48. Trustees ask the Director for transfer details, to note the category of issuance.

Note: Trustee G. Verdin left the room at 6:47 pm. Attorney J. Hartmann advised that if a trustee leaves the room for a call and their absence drops the number of remaining members below the required threshold to meet quorum, the board immediately loses its ability to vote, but can continue any discussions.

Discussion continued: Trustees continued to discuss the DCEO grant of \$200,000.00, the Equalization Grant of approximately \$200,000.00, and the Per Capita Grant \$45,000.00.

Policy : Treasurer B. Allen discussed the review schedule for the bylaws and policies over the next coming year.

Maintenance & Technology : Note: Trustee G. Verdin reentered the room at 6:56 pm. This committee met just prior to the board meeting this evening and discussed the DCEO grant and Hoopla. Trustees discussed the STEM lab survey which provided details such as: Afternoons are the most preferred STEM lab time, followed by evenings and weekends. The survey measured interests in the STEM Tools, such as 3D printers, Cricut machines, Virtual headset, app design, 3D-printing workshops, and embroidery.

Trustees also discussed the boiler repair, and the back-up part for the library's boiler systems.

Personnel : Three employees were missing holiday pay, and one full-time employee didn't have IMRF money taken out (since April). The director arranged with the City to issue checks for the missing holiday pay, and to back-owe the money toward the IMRF pension program. Paylocity populates the holidays. Full-time staff and Part-time staff receive holiday pay if they are normally scheduled to work and it falls on a City Holiday.

Marketing & Bookmobile : The library is looking to change the Bookmobile schedule to have a full week of scheduling with more time set aside for home bound deliveries to seniors, those that are ill, etc. The City of North Chicago Chief of Staff, Greg, has an extra fleet vehicle without seats that can be converted into a secondary bookmobile. Trustees discussed decorating the van with a newer color scheme and design.

The library marketing is progressing well and the library aims to partner with Senator Adriane Johnson reading (Summer Book Club) event which is held at NCPL in December 2025, as well as Representative Schneider's "Brad's Bookworms," reading program. The library has also partnered with Lake County Digital Growth Initiative to provide computer classes in North Chicago. Participants who complete all the classes in their course may earn a laptop to take home. The library would also like to partner with UMMA for GED opportunities. Additionally, the library has partnered with the City to bring emergency exit lighting, and security cameras, as well as locks, as topics for funding in Springfield, IL. Trustees discussed repairing the windows outside.

X. OLD BUSINESS

Illinois Standards: Governance & Accessibility

Trustees review the Illinois Standards annually. The Illinois Public Library Standards is the online successor to Serving Our Public 4.0 and defines the basic level of library service Illinois residents should receive, including tiered benchmarks, action plans, DEI principles, and templates that help libraries meet state requirements tied to grant eligibility. For a city library like NCPL, governance is set by the Illinois Local Library Act (75 ILCS 5), which makes the library board an independent unit of local government with exclusive control over library funds and operations; the city council creates the board, the mayor appoints trustees with council approval for 3-year terms, and the trustees must elect a President, Vice President, Secretary, and Treasurer as required by law and their bylaws. Local libraries depend on their city government for appropriations, tax levies, bonding, and some approvals. Trustees reviewed the standards on Access and

Facilities Planning should align with the library's strategic plan. Illinois library standards require accessible spaces, preferred ADA compliance, lighting, parking, and separate areas for youth and adults. They also stress up-to-date technology, spaces for meetings and study, appropriate furnishings, and enough open hours to meet community needs.

Budget discussion

The director requested 5% additional levy from the City for the Library. Budget data is included in the December packet. Additional information will be provided from the City and then added to the data sheet.

Circulation policy

DISCUSSION: Trustees discussed the updated Policy #4: Library Cards and Circulation Policy.

Motion: VP C. Hawthorn motioned to approve the Library Cards and Circulation Policy.

Seconded by: Secretary D. Brooks.

ROLL CALL: Ayes: (5): B. Allen, J. Allen, D. Brooks, C. Hawthorn, G. Verdin.

Nays: (0)

Absent: (3): L. Brown, E. Houston, P. Villanueva.

MOTION CARRIED

XI. NEW BUSINESS

Hoopla

DISCUSSION: Trustees discussed adding Hoopla to the collection.

Motion: Treasurer B. Allen motioned to approve the purchase of Hoopla for the Library.

Seconded by: Secretary G. Verdin.

ROLL CALL: Ayes: (5): B. Allen, J. Allen, D. Brooks, C. Hawthorn, G. Verdin.

Nays: (0)

Absent: (3): L. Brown, E. Houston, P. Villanueva.

MOTION CARRIED

PLA: Trustees discussed the PLA conference in Minnesota. The venue offers the Conference, extra tours, classes, and luncheons between March 31st and April 3rd, 2026.

Committee Assignments: Trustees discussed the roles of committee assignments.

President: Jeanette Allen, Executive Committee.

Vice President: Carmecia Hawthorn: Marketing & Bookmobile (Chair).

Treasurer: Beverly Allen: Marketing & Bookmobile, Policy & Personnel (Chair), Finance.

Secretary: Daphne Brooks: Policy & Personnel

Trustee: Lawrence Brown: Technology & Maintenance, Finance.

Trustee: Edward Houston: Marketing & Bookmobile, Technology & Maintenance, Policy & Personnel.

Trustee: Giovanni Verdin: Technology & Maintenance (Chair).

Trustee: Peter Villanueva: Marketing & Bookmobile, Finance (Chair).

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, January, 13th, 2026 at 6:30 PM. A committee meeting will be meeting the same day at 6:00 PM.

VP C. Hawthorn requested to add a topic to the January meeting: Library memorabilia for Trustee legacy.

VP C. Hawthorne requested to add the topic advertising: Specifically,marketing the Recording Studio.

XIII. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the meeting.

Motion: Trustee G. Verdin motioned to adjourn the meeting at 7:53 pm.

Seconded by: VP C. Hawthorn.

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

MOTION CARRIED unanimously by VOICE VOTE.