

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

Tuesday, January 13, 2026, 6:30 p.m.

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

<https://zoom.us/j/92810157705?pwd=M2pPdW5aYTdSUncySHRQVnkrOFlGZz09>

Meeting ID: 928 1015 7705

Passcode: 421215

+1 312 626 6799 US (Chicago)

**I. CALL TO ORDER**

Madame President J. Allen welcomed all and called the Regular Library Board of Trustees Meeting to order on Tuesday, January 13, 2026, 6:32 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, P.Villanueva.

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

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

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

**IV. CORRESPONDENCE**

- A. The library received a letter and grant totaling \$1,200.00 from The Richard and Carol Leonard Foundation. The grant requires the use of the grant money for program(s) and equipment that is approved by the Foundation. The funds will be designated for financial education initiatives under the guidance of Trustee P. Villanueva.

**V. APPROVAL OF MINUTES**

DISCUSSION: None.

Motion: Vice President C. Hawthorn motioned to approve the minutes from December 2025.

Seconded by: Secretary D. Brooks.

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

Nays: (0)

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

*MOTION CARRIED*

#### **VI. APPROVAL OF BILLS PAYABLE**

DISCUSSION: Trustees discussed the electronic board packet email and printout, noting a difference in the total. Envisionware was removed and the total was reflected in the short packet, not the full packet.

Motion: VP C. Hawthorn motioned to approve the bills totaling \$23,793.08.

Seconded by: Secretary D. Brooks.

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

Nays: (0)

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

*MOTION CARRIED*

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

DISCUSSION: Trustees discussed the ‘Christmas @the Library’ event, which went well.

Motion: VP C. Hawthorn motioned to approve the Visa credit card payment totaling \$7,937.01.

Seconded by: Secretary D. Brooks.

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

Nays: (0)

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

*MOTION CARRIED*

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

DISCUSSION: Details are included under each subsection.

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

Seconded by : Secretary D. Brooks

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

Nays: (0)

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

*MOTION CARRIED*

Treasurer Finance : Trustees discussed the report for the period ending December 31st, 2025. Revenues totaled \$6,236.55. Expenses totaled \$71,343.05. The remaining balance was \$649,459.98. Trustees had previously requested additional information from the Director regarding transfer details, specifically to identify the category of issuance. City Treasurer V. Wyatt explained that his system access to Old National is limited to read-only and does not allow visibility into transfer details. Director Carlile stated that he will consult with the City Comptroller to determine how to obtain this information,

noting that an unexplained deposit of \$6,000.00 appeared in the Library's account without accompanying details regarding its issuance. Secondly, trustees discussed a stop-payment reversal whereby IT ordered a firewall, however the check came back to the library after mailing it, it vanished, and then reappeared. The check was stopped and then reissued. Lastly, trustees discussed that funds from the City will likely be received at the end of the fiscal year.

Policy : Director Carlile provided sample bylaws from two libraries. Trustees reviewed the library bylaws and noted that the bylaws are outdated. The library might change some of the bylaws this year.

Maintenance & Technology : Trustees discussed the Equalization Grant and the possibility of adding on to the Library building adjacent to the Adult Patio, to create another Community room. Trustees discussed preparing a summer concert series. The library plans to upgrade the projector, screen, and provide options for portable heating and cooling units to supplement the current system in the current Community room.

Personnel : Personnel Chair, Treasurer B. Allen shared that she will email the Director's annual review to all Trustees and will need the feedback form returned by February 17, 2026. The group can prepare a special meeting to conduct the review after the forms are completed.

Marketing & Bookmobile : Marketing Chair, VP C. Hawthorne discussed the upgraded marketing which includes social media to pull people into the library. Trustees seek to bring characters into the planning process. Trustees can like and share Facebook posts that are created by the library to further the marketing process. Trustees also discussed the Christmas @the Library event, stating that the event was well received, with hot cider, cookies, and complimentary photos. Additionally, it was noted that Mrs. Hutchinson's singing and the children's choir were both fantastic and well attended. It was noted that next year the library can create a different way to hand out sandwiches.

## **IX. STAFF REPORTS:**

Director Report, Reference Department, Children's Department, Assistance/Technical Services, Programming Assistants.

Director Carlile went over various topics, including how the Mayor and the Chief of Staff hired a lobbyist to travel to Springfield and meet with elected officials to pursue funding for the City of North Chicago. Any funds received may be allocated to the Library at the City's discretion.

Trustees noted strong reception of passport services and increased circulation, while door gate counts were skewed by frequent entry and exit. Storytime attendance and reciprocal borrowing both declined.

## **X. OLD BUSINESS**

A. Illinois Standards:

Personnel: Illinois Public Library Standards require adequate, qualified staff to consistently deliver core services. The Board oversees personnel policies, job descriptions, compensation, training, and compliance with all applicable employment laws.

Laws:

Illinois public libraries must comply with a broad range of federal and state laws covering fair wages and overtime, nondiscrimination, accessibility, workplace safety, employee leave and labor rights, ethics, and political activity. Libraries are also required to ensure open and transparent governance, protect patron and employee privacy, maintain proper records, uphold confidentiality, and operate facilities and services that are accessible, lawful, and accountable to the public. A four-page handout summarizing the names, acronyms, key details, and examples of relevant laws was distributed to the group.

B. Budget discussion, vote

DISCUSSION: Trustees discussed the proposed budget for fiscal year 26-27.

Motion : VP C. Hawthorn motioned to approve the fiscal budget for 2026-2027.

Seconded by : Secretary D. Brooks

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

Nays: (0)

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

*MOTION CARRIED*

C. PLA: Director Carlile requests Trustees to respond to the invitation to attend the PLA Conference in Minneapolis, approximately March 31st through April 4th, 2026.

D. Library Trustees

Honoring the dedicated individuals who have served our library. VP C. Hawthorn reminded the group of the topic of creating a type of “Legacy of Library Trustees” sign, honoring Trustees through the Years, or Honoring the Current Trustees, with the ability to change out the names, as time passes. The names can be dedicated to an outdoor display, such as an outdoor sign, or a rock.

**XI. NEW BUSINESS**

Reviews: Reviews with comments are suggested. Any emails between the group must be done as a “bcc” blind carbon copy, as any group discussion that occurs outside of agenda of items could be considered an Informal email discussion. This can violate the Illinois Open Meetings Act (OMA), and using blind carbon copy (BCC) is a common best practice to mitigate this risk. The OMA requires that all deliberations and actions of public bodies be conducted openly and with prior public notice.

**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, February, 10th 2026 at 6:30 PM. A committee meeting will be meeting the same day at 6:00 PM.

VP C. Hawthorn requests to put this topic on the agenda for February to gather opinions from the group: Library Trustees Sign.

**XIII. ADJOURNMENT**

DISCUSSION: Trustees request to adjourn the meeting.

Motion: VP C. Hawthorn motioned to adjourn the meeting at 7:40 pm.

Seconded by: Secretary D. Brooks.

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

*MOTION CARRIED* unanimously by VOICE VOTE.