

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

Tuesday, February 10, 2026, 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, February 10, 2026, 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 (6): B. Allen, J. Allen, D. Brooks, C. Hawthorn, G. Verdin, P. Villanueva.

Absent Trustees (2): L. Brown, E. Houston.

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

Note (2): L. Brown entered late (6:35 p.m.) and E. Houston attended virtually (6:51 p.m.)

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

**IV. CORRESPONDENCE: None.**

**V. APPROVAL OF MINUTES**

DISCUSSION: The January 2026 minutes were approved pending two corrections:

1. Adding a comma to a dollar amount in section VII.
2. Correct the date that performance reviews are due back to Treasurer B. Allen. The correct due date is February 17, 2026.

Note: Trustee L. Brown entered during the discussion at 6:35 p.m.

Motion: Vice President C. Hawthorn motioned to approve the minutes from January 2026.

Seconded by: Secretary D. Brooks.

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

Nays: (0)

Absent: (1): E. Houston,

*MOTION CARRIED*

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

DISCUSSION: Trustees discussed the library's two boilers and the maintenance and repair service agreements. Trustees discussed that the AT&T payment was \$6.86 less than the amount listed on the invoice. Trustees discussed Peter's library program. Peter personally paid for refreshments for a library program. The library subsequently received a donation from a community group specifically intended to support Peter's program. Because the expense was incurred on behalf of the library, Peter may be reimbursed. Per legal counsel, Peter will submit his receipt to the library, and the reimbursement will be recorded in the financial records. This reimbursement is not compensation to Peter as a trustee, but repayment for a documented library program expense.

Motion: Vice President C. Hawthorn motioned to approve the bills totaling \$20,180.63.

Seconded by: Secretary D. Brooks.

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

Nays: (0)

Absent: (1): E. Houston.

*MOTION CARRIED*

## **SPECIAL VOTE: VIRTUAL ATTENDANCE**

DISCUSSION: Trustee E. Houston arrived virtually through Zoom at 6:51 p.m. Since the Library board has a physical quorum, and the board voted to approve virtual attendance, Trustee E. Houston can vote virtually as if he were there in person provided that the technology used allows him to hear and be heard by the board and/or the public.

Motion: Vice President C. Hawthorn motioned to allow Trustee E. Houston to attend the meeting Virtually.

Seconded by: G. Verdin.

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

Nays: (0)

Absent: (1): E. Houston.

*MOTION CARRIED*

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

DISCUSSION: Trustees discussed the list of phone calls made on the library's paid for phone lines. Trustees discussed PLA registration. Early bird registration rates are available only to PLA members. Additional registration expenses are expected once hotel accommodations are secured, and purchases may be made in stages due to credit card spending limits.

Motion: Vice President C. Hawthorn motioned to pay the Visa Credit card totaling \$4,264.06.

Seconded by: G. Verdin.

ROLL CALL: Ayes: (8): B. Allen, J. Allen, D. Brooks, L. Brown, C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (0):

*MOTION CARRIED*

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

DISCUSSION: Details are included under each subsection.

Motion : Vice President C. Hawthorn motioned to approve all the reports.

Seconded by : Secretary D. Brooks

ROLL CALL: Ayes: (8): B. Allen, J. Allen, D. Brooks, L. Brown, C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (0):

*MOTION CARRIED*

Treasurer / Finance : Trustees discussed the report for the period ending January 31st, 2026. Revenues totaled \$6,386.06. Expenses totaled \$102,719.53. The remaining balance was \$553,126.51. Trustees reviewed the expenses and the remaining balance, clarifying that the earlier budget discussion concerned adjusting a line item prior to Trustee travel.

Policy: None

Maintenance / Technology: This committee met just prior to the board meeting and went over prioritized items for purchase once grant funds become available.

Personnel: Treasurer B. Allen requests all evaluations to be finished and returned by next Tuesday, February 17, 2026.

### **SPECIAL VOTE: PERSONNEL SCHEDULING**

Motion: Treasurer B. Allen motioned to meet Tuesday, March 10, 2026, after the Regular Board meeting to conduct the final evaluation as a group. In Illinois, the Library Board of Trustees is responsible for the annual, written evaluation of the library director, typically tied to the review of annual goals, objectives, and, for system-level employees, personnel policy standards. The process should be objective, based on a prepared, documented review of performance against the director's job description.

Seconded by: Madame President J. Allen.

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

*MOTION CARRIED* unanimously by VOICE VOTE.

Marketing & Bookmobile: Trustees discussed the City of North Chicago's logo, and viewed Director Carlile's new business cards with the City's logo on the front. Trustees discussed Trustee business cards and noted that the City's logo isn't required. Trustees mentioned that the non-emergency numbers pertaining to other departments within the city could be printed on the back as a handy reference.

**IX. STAFF REPORTS:**

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

Trustees discussed the PrairieCat app which costs \$500 annually. The library can buy-in when enrollment opens up again. PrairieCat costs the library \$12,600.00 annually. The cost is less than a well known competitor CCS, which would cost NCPL approximately \$50,000.00-\$65,000.00 per year.

**XI. OLD BUSINESS:**

Director's Performance Review: This was discussed earlier in the meeting. The paperwork is due to Treasurer B. Allen on February 17, 2026 and the group will meet to conduct the review prior to the Board meeting on Tuesday, March 10th, 2026.

Illinois Standards Presentation: The group reviewed the Illinois Standards for Public Libraries including: The Library Systems Act, Libraries Very Interested in Sharing, Illinois State Library E-resource program, Public Library Per Capita Grant, IL Equalization Aid Grant, Library Trustee Advocacy, Records Retention, and Library Board Bylaws.

Conferences: PLA / ALA: Trustees discussed the conferences and noted the date for ALA in Chicago this summer is June 25th-June 29th, 2026. Special event tickets sell out quickly and must be purchased as soon as registration is open. The Obama Library is of interest to visit.

**XII. NEW BUSINESS**

**SPECIAL VOTE: SIGN FOR LIBRARY TRUSTEES:** Trustees discussed a plaque, stand, pedestal, or a rock display, which would be dedicated to the current library board members of 2026.

Motion : Vice President C. Hawthorn motioned to memorialize the current board.

Seconded by : Secretary D. Brooks

ROLL CALL: Ayes: (8): B. Allen, J. Allen, D. Brooks, L. Brown, C. Hawthorn, E. Houston, G. Verdin, P. Villanueva.

Nays: (0)

Absent: (0):

*MOTION CARRIED*

**EXECUTIVE SESSION: PERSONNEL**

Trustees moved from regular session into executive session to discuss: Personnel, pursuant to 5 ILCS 120/2(c)(5).

**XIII. 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 agenda is required to be posted 48 hours in advance. The next Regular Library Board meeting is scheduled for Tuesday, March, 10th 2026 at 6:30 p.m.. A committee meeting will be meeting the same day at 6:00 p.m. The Board will meet after the regular meeting to conduct the Director's review as a group.

**XV. ADJOURNMENT**

DISCUSSION: Trustees request to adjourn the meeting, upon returning from Executive session to Regular session.

Motion: VP C. Hawthorn motioned to adjourn the meeting at 8:46 p.m.

Seconded by: Trustee E. Houston.

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

*MOTION CARRIED* unanimously by VOICE VOTE.