

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

Tuesday, May 14, 2024, 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 Robinson welcomed all and called the Regular Library Board of Trustees Meeting to order on Tuesday, May 14, 2024, at 6:32 p.m. in the Library Board Room, at the North Chicago Public Library.

COMMITTEE ASSIGNMENT

Executive Committee as a Whole: Library Director Louis Carlile,
Madame President Etta Robinson (Chair)

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

Marketing: Secretary Carmecia Hawthorn, Trustee Edward Houston,
Trustee Peter Villanueva

Technology: Trustee Giovanni Verdin

Personnel: Trustee Beverly Allen, Vice President Jeanette Allen (Chair)

Policy: Trustee Edward Houston, Trustee Giovanni Verdin (Chair)

Finance: Vice President Jeanette Allen, Trustee Peter Villanueva

Maintenance: Vice President Jeanette Allen, Trustee Edward Houston (Co-Chair)

Bookmobile: Trustee Beverly Allen, Secretary Carmecia Hawthorn

II. ROLL CALL

Trustees Present (5): B. Allen, J. Allen, E. Houston, E. Robinson, P. Villanueva

Absent Trustees (1): C. Hawthorn.

Late Trustee (1): G. Verdin arrived just after the roll call completed.

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

III. COMMENTS FROM PUBLIC. None.

IV. NEW BOARD MEMBER: A new board member will be joining the Library Board soon. More information will be available soon.

V. CORRESPONDENCE. A letter from ILA shares the NCPL received a check for \$7500.00 from Northwestern Memorial Healthcare.

VI. APPROVAL OF MINUTES: The board set out to approve one regular meeting minutes and two Executive meeting minutes.

DISCUSSION: None.

Motion: VP J. Allen motioned to approve the Regular minutes from April 9, 2024.

Seconded by: Trustee E. Houston.

ROLL CALL: Ayes: (5): B. Allen, J. Allen, E. Houston, E. Robinson, P. Villanueva

Abstain: (1): G. Verdin

Nays: (0): None

Absent:(1): C. Hawthorn.

MOTION CARRIED

DISCUSSION: There are two Executive Committee meeting minutes. Minutes were prepared and distributed to trustees.

Motion: VP J. Allen motioned to approve the two Executive Committee minutes from March and April 2024.

Seconded by: Trustee E. Houston.

ROLL CALL: Ayes: (5): B. Allen, J. Allen, E. Houston, E. Robinson, P. Villanueva

Abstain: (1): G. Verdin

Nays: (0): None

Absent:(1): C. Hawthorn.

MOTION CARRIED

VII. APPROVAL OF BILLS PAYABLE

DISCUSSION: A spreadsheet of the Visa bill can be located on page 11, showing the balance totaling \$226,172.17. The board packet includes information regarding meetings with architects, including pictures of construction.

Motion: VP J. Allen motioned to approve paying the bills totaling \$226,172.17.

Seconded by: Trustee G. Verdin.

ROLL CALL: Ayes: (6): B. Allen, J. Allen, E. Houston, E. Robinson, G. Verdin, P. Villanueva

Nays: (0): None

Absent:(1): C. Hawthorn.

MOTION CARRIED

VIII. APPROVAL OF VISA CREDIT CARD PAYMENT

DISCUSSION: The spreadsheet for the Credit card bill is found on page 153 of the May 2024 packet.

Motion: VP J. Allen motioned to pay the credit bill totaling \$2,434.34.

Seconded by: P. Villanueva.

ROLL CALL: Ayes: (6): B. Allen, J. Allen, E. Houston, E. Robinson, G. Verdin, P. Villanueva

Nays: (0): None

Absent:(1): C. Hawthorn.

MOTION CARRIED

IX. COMMITTEE REPORTS

DISCUSSION: Details are included under each subsection beginning on page 179 of the May packet. Discussion included increasing the credit card limit for the ALA trip and possibly using a new billing software. Additionally, Madame President Robinson and trustees discussed holding committee meetings, time management, and trustee schedules or preferences. Committee meetings can be recorded, but don't have to be recorded. All meetings should include attendance and minutes.

Motion: VP J. Allen motioned to approve the Committee and Staff Reports as presented.
Seconded by: Trustee E. Houston.

ROLL CALL: Ayes: (6): B. Allen, J. Allen, E. Houston, E. Robinson, G. Verdin, P. Villanueva
Nays: (0): None
Absent:(1): C. Hawthorn.
MOTION CARRIED

Finance: The monthly Treasure's report is found on p. 180 of the May 2024 packet. 2024. To summarize, revenues totaled \$11,798.54 and expenses totaled \$147,273.33. The cash balance was \$1,393,749.37. Interest earned in the period ending April 30, 2024 totaled \$6,529.57. When the library receives bills, Treasurer Wyatt transfers the Library's money to city's account, so that the city can pay the bills for the Library. The Bank statement on page 182 shows bank transfers. The board can find the details to make sure that the appropriate transfers were made to cover the exact amount of the bills. Starting in 2021, at times, the transfer(s) was/were inaccurate, leading to money being owed back to Library, in addition to an occasional incomplete transfer. The library balanced out the differences and the auditors will write it off as an uncollectable expense. Documentation of what the library was being charged for monthly by the City of North Chicago wasn't readily available, and, some months, the library wasn't charged a fee, and it is seeking details regarding any further fees. At the end of the year everything is balanced correctly. This is part of the city's annual audit. Starting May 1st, we are in the new fiscal year.

Policy: None.

Maintenance: Williams Architects provided pictures of the construction projects. Since the project will include tearing out the public bathrooms, there might be only a one-room bathroom available for the Library's event, "Family Fun Day". This event is scheduled for mid-July, two weeks before City of North Chicago's Community Days and draws a large crowd.

Personnel: The Assistant Director position at the Library is open. There was a staff title change from Assistant Director to Technical Services Supervisor. Future projects at the Library will include staff areas for staff to work "off desk." The architect talked with the Director about modular work areas for the Tech Services room.

Technology: The director reached out to Weblinks and discussed ADA compliance. Madame President Robinson suggested putting aside money to budget for compliance.

Marketing: The website was updated to include the passport services information.

IT Lan: None.

Bookmobile: None

X. STAFF REPORTS: Reports begin on page 188.

Director Report
Reference Department
Children's Department
Technical Services
IT Department
Circulation Department

XI. OLD BUSINESS: Trustees discussed and went over the construction project earlier in the meeting. Trustees discussed "Serving our Public," Chapters 12 and 13, which include Technology and Marketing topics. The library will send four board members and two staff members to ALA this June 2024.

XII. NEW BUSINESS: None.

XIII. ITEMS FOR NEXT MEETING AGENDA: Please contact Director Carlile or Madame President Robinson with any topics that need to be discussed at the next meeting. Please add the topics of: Committee meetings, committee minutes, and the selection of a day for the Library Board of Trustees Annual Retreat. The director will prepare a Circulation policy. The next Regular Board meeting is scheduled for June 11, 2024 at 6:30 p.m.

XV. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the meeting at 7:40 p.m.

Motioned by: VP. Allen to adjourn the meeting.

Seconded by: Trustee G. Verdin

Voice Vote: ALL IN FAVOR

ROLL CALL: Ayes: (6): B. Allen, J. Allen, E. Houston, E. Robinson, G. Verdin, P. Villanueva

Nays: (0): None

Absent:(1): C. Hawthorn.

MOTION CARRIED