

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

Tuesday, February 13th, 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, February 13th, 2024, at 6:30 p.m. in the Library Board Room, at the North Chicago Public Library.

**COMMITTEE ASSIGNMENT**

Marketing: Trustee Hawthorn, Trustee Villanueva, Trustee Cox

Technology: Trustee Allen, Trustee Verdin

Personnel: Trustee Allen (Chair), Trustee Cox

Policy: Trustee Houston, Trustee Cox

Finance: Trustee Villanueva, Trustee Allen

Maintenance: Trustee Allen, Trustee Houston (Co-Chair)

Bookmobile: Trustee Hawthorn

**II. ROLL CALL**

Trustees Present (7): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson,  
G. Verdin, P. Villanueva

Absent Trustees (1): E. Cox

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

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

**IV. NEW BOARD MEMBER:** There is a new board member L. Brown. He hasn't been sworn in yet.

**V. CORRESPONDENCE: None.**

**VI. APPROVAL OF MINUTES (p. 5)**

DISCUSSION: None.

Motion: Vice President J. Allen motioned to approve the January 9<sup>th</sup>, 2024 minutes.

Seconded by: Secretary C. Hawthorn.

ROLL CALL: Ayes: (7): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson,  
G. Verdin, P. Villanueva

Nays: (0): None

Absent: (1): E. Cox.

*MOTION CARRIED*

**VII. APPROVAL OF BILLS PAYABLE (p. 9)**

DISCUSSION: The Construction supervisor oversees the workers and makes sure that everything is done within the scope of the plan. Andy Dogan approves payment to the construction workers with input from the Construction supervisor.

Motion: Vice President J. Allen motioned to approve the January 2024 bills totaling \$32,020.80.

Seconded by: Trustee E. Houston.

ROLL CALL: Ayes: (7): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson, G. Verdin, P. Villanueva

Nays: (0): None

Absent: (1): E. Cox.

*MOTION CARRIED*

**VIII. APPROVAL OF VISA CREDIT CARD PAYMENT (p. 52)**

DISCUSSION: Zoobean technology is a software and app called Beanstack used in summer reading to log reading progress.

Motion: Trustee E. Houston motioned to approve the visa credit card payment totaling \$3,769.38.

Seconded by: Trustee C. Hawthorn.

ROLL CALL: Ayes: (7): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson, G. Verdin, P. Villanueva

Nays: (0): None

Absent: (1): E. Cox.

*MOTION CARRIED*

**IX. COMMITTEE REPORT**

DISCUSSION: Details are included under each subsection.

Motion: VP. J. Allen motioned to approve the committee reports, department head reports, and staff reports, including all reports that are in the January board packet.

Seconded by: Trustee P. Villanueva.

VOICE VOTE: Madame President E. Robinson stated: “Those in favor of the motion say “aye.” Those opposed say “no.”

Ayes: (7): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson, G. Verdin, P. Villanueva

Nays: (0): None

Absent: (1): E. Cox.

*MOTION CARRIED*

Finance: The monthly Treasurer’s Report is found on page 105 of the January packet. Revenues totaled \$38,950.35 and expenses totaled \$87,293.35. The cash balance was \$1,641,889.26. The interest earned totaled \$7,581.83.

IT: Discussion included an AI chatbot.

Policy: Updated Behavior and Circulation policies will be presented in the March 2024 packet for board review.

Maintenance: The library projects are scheduled to start March 18<sup>th</sup>. The city's ECE department stated that removing the urinal in the public bathroom upgrade project could change the building capacity from 150 to 110.

Personnel: The library board will complete an annual job review of the library director.

Technology: E-rate access points will be updated. The bidding process and reimbursements will include new phones, and Viking software to utilize the current speaker system. The library will pay Comcast 10% of the bill for the Fiber and Comcast is set to receive the remaining 90% directly from the government.

Marketing: Trustees would like a library promotional video that is short in length. Trustees discussed marketing the library's services at schools, including partnering with Dr. Price, the 1<sup>st</sup> day of school, career day, and distribution of flyers. Furthermore, promoting Tutor.com, parent-teacher night, and making a list of all schools within the City of North Chicago. Trustees request the e-newsletter to include a live link directly to the podcast and to invite schools to create a podcast at the library.

Bookmobile: The bookmobile has a transmission leak and a loose ceiling. Passports will be offered at the Library, but not on the Bookmobile.

**X. STAFF REPORTS:** The board reviewed the Staff Reports. (p. 112)

Director's Report  
Reference Department  
Children's Department  
Technical Services  
Programming Assistant

**XI. OLD BUSINESS:**

Construction project: There's \$797,000.00 budgeted, with a total of \$928,000 including grants.

Budget: The library has three new bids for cleaning and janitorial service. The landscaping service is current.

Serving our public: Overview of chapters 4, 5, and 6.

**XII. NEW BUSINESS**

Board attendance: The board can vote to remove a trustee if there are three consecutive unexcused absences. The board reviewed a sample letter template with wording to notify the Mayor of a trustee removal.

Motion: VP. J. Allen motioned to remove Trustee E. Cox from the North Chicago Public Library Board in recognition of three consecutive unexcused absences from Board meetings over a period of 12 months.

Seconded by: Trustee P. Villanueva.

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

Nays: (0): None

Abstain (1): B. Allen.

Absent: (1): E. Cox.

*MOTION CARRIED*

### **XIII. ITEMS FOR NEXT MEETING AGENDA**

Next Meeting preparations: Please contact Director Carlile or Madame President Robinson regarding any topics to be discussed at the next meeting. The next meeting is scheduled for Tuesday, March 12, 2024 at 6:30 p.m.

### **XV. ADJOURNMENT**

DISCUSSION: Trustees request to adjourn the meeting.

Motion: VP J. Allen motioned to adjourn the meeting.

Seconded by: Trustee P. Villanueva.

VOICE VOTE ALL IN FAVOR:

Ayes: (7): B. Allen, J. Allen, C. Hawthorn, E. Houston, E. Robinson,  
G. Verdin, P. Villanueva

Nays: (0): None

Absent: (1): E. Cox.

*MOTION CARRIED*