

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

Tuesday, August 13, 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, August 13, 2024, at 6:31 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, G. Verdin

Absent Trustees (4): L. Brown, E. Cox, C. Hawthorn, P. Villanueva

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

Late arrival (1): L. Brown (6:43 pm)

III. COMMENTS FROM PUBLIC: None.

IV. CORRESPONDENCE (p. 3)

A copy of Madame President’s Robinson’s resignation letter is submitted in the August 2024 packet. All Trustees enjoyed her leadership over the years and wish her a happy retirement. Madame President Robinson has mentored Vice President J. Allen over the last six years.

V. APPROVAL OF MINUTES

DISCUSSION: Please add the committee assignments to all board minutes.

Motion: VP J. Allen motioned to approve the July 9, 2024 minutes.

Seconded by: Trustee E. Houston.

ROLL CALL: Ayes: (5) B. Allen, J. Allen, E. Houston, E. Robinson, G. Verdin

Nays: (0) None

Absent: (4): L. Brown, E. Cox, C. Hawthorn, P. Villanueva

MOTION CARRIED

VI. APPROVAL OF BILLS PAYABLE: Note Trustee L. Brown entered at 6:43 pm.

DISCUSSION: Trustees discussed the janitorial services monthly fee and scope of the work. The city uses a software called BS&A which splits categories of Cintas supplies and maintenance. Sometimes Cintas has seven different names for various supplies including: medicine cabinet, cleaning, toiletries, etc. Trustees discussed the construction project which is set to finish August 19th if it passes the final inspection by the City of North Chicago. The bills are found in the August 2024 Financial report on page 4.

Motion: VP J. Allen motioned to approve the bills totaling \$83,208.87.

Seconded by: Trustee E. Houston

ROLL CALL: Ayes: (5) B. Allen, J. Allen, E. Houston, E. Robinson, G. Verdin

Nays: (0) None

Abstain: (1) L. Brown

Absent: (3): E. Cox, C. Hawthorn, P. Villanueva

MOTION CARRIED

VII. APPROVAL OF VISA CREDIT CARD PAYMENT (p. 106 of the Financial report).

DISCUSSION: Trustees discussed the ALA reimbursements. The library has already paid the credit card bill and now the board will approve the City's reimbursement payment, which will replenish the library account.

Motion: VP J. Allen motioned to approve the payment of the credit card bill totaling \$4,329.91.

Seconded by: Trustee B. Allen

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

Nays: (0) None

Absent: (3): E. Cox, C. Hawthorn, P. Villanueva

MOTION CARRIED

VIII. COMMITTEE REPORTS (p. 11 of the August 2024 Board packet)

DISCUSSION: Details are included under each subsection.

Motion: VP J. Allen motioned to approve all the reports as presented, including the Committee reports, staff reports, and department reports.

Seconded by: Trustee L. Brown

VOICE VOTE: All in favor:

Ayes: (6) B. Allen, J. Allen, L. Brown, E. Houston, E. Robinson, G. Verdin

Nays: (0) None

Absent: (3): E. Cox, C. Hawthorn, P. Villanueva

MOTION CARRIED

Treasurer/Finance: The monthly Treasurer's report is found on page 12 of the August 2024 Board packet. The balance was \$1,398,713.27 on July 1, 2024, with an ending balance of \$1,134,084.56 on July 31, 2024. Interest totaled \$5,716.02 during July. Total expenditures were \$281,699.00.

IT Lan: None

Policy: None.

Maintenance: The Library's bathrooms reopen mid-August if the project passes the City of North Chicago's final inspection. The hot water heater and circulating pump with adjacent sinks had sediment from a disintegrated part. The water heater was considered 20 years old. The water heater and circulating pump will be replaced. Trustees discussed vent cleaning, which will be done over three days for around \$6,000.00. Fire extinguishers will be hooked to the wall appropriately.

Personnel: The committee met yesterday on 8/12/24 and from the meeting the chair recommends a 3% COLA (Cost of Living Adjustment) for September 2024. The 3% increase is not yearly unless the budget permits for it.

Technology: The library received a grant from the State of Illinois for \$27,500.00. The grant money will be used to upgrade the business center with TBS printing software, PC reservation processes with easier to use printing procedures, an XL flatbed scanner, an EZ scan monitor, and a multiple-page scanner with e-fax capabilities. The software allows for scannable guest barcodes, print from your own laptop, print from your phone app, and double-sided printing with options to automatically print a double-sided driver's license or ID. Additionally, the grant may cover hotspots, register software, a coinbox payment device, security cameras, wood burner, engraving device, and fiber optic internet services.

Marketing: The marketing committee met earlier to discuss the school strategy. The group would like to focus on promoting tutor.com and mango.com for students to utilize. The children's librarian will meet with the school superintendent and partner with the school to promote the library's online tools. The bookmobile was present with staff at two school events in July and early August of 2024. The marketing campaign will utilize school posters and yard signs to promote: Tumble books, tutor.com, and mango.com. It is suggested that the best time to be at the schools is between 2:30-4:30 which is pick-up time. Tutor.com costs approximately \$5200 per year. The marketing campaign can expand to churches and the Library Extravaganza event in October. The hotspots can assist in marketing the use of the electronic resources from home. Tutor.com is available from 3-10 pm, involving using your library card to create an account, login, and meet

with a Tutor online for a text chat using a keyboard, or via headphones and microphone if installed.

Bookmobile: None.

IX. STAFF & DEPARTMENT REPORTS:

Director Report: Crafts can be paid by a grant from Northwestern Medicine. Two glass display cases can display program artwork, such as crafts made during Senior Sessions or 3-D printer examples.

Reference Department

Children's Department

Technical Services

Program Assistant

X. OLD BUSINESS: The bathroom project is set to be finished at the August 19, 2024 City of North Chicago final inspection.

XI. NEW BUSINESS

a. City of North Chicago Person Property Replacement Tax.

b. Employee adjustments: COLA. The director shared that a 3% COLA was approved by the City Council. The library Board can approve this COLA for library staff, and recommends doing so.

Motion: VP J. Allen motioned to approve the 3% COLA evenly for all library staff, to commence starting September 2024.

Seconded by: Trustee G. Verdin

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

Nays: (0) None

Absent: (3): E. Cox, C. Hawthorn, P. Villanueva

MOTION CARRIED

c. Elections: Board Officer vacancies: The director shared that the President position on the Library Board is vacant. The board can vote to fill the position now if it wants to, although VP J. Allen will be the acting president until the position is filled.

Election of Library Board President

Motion: Madame President Robinson, whose position is ending, called for nominations from the floor for the position of: Library Board President. Madame President Robinson nominates VP J. Allen for the position of Library Board President. There were no other nominations. The president shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the Board.

Seconded by: Trustee G. Verdin

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

Nays: (0) None

Absent: (3): E. Cox, C. Hawthorn, P. Villanueva

MOTION CARRIED: VP J. Allen was elected as Board President.

Election of Library Board Vice President

Motion: Madame President Robinson called for nominations from the floor for the position of Vice President. The vice president, in the absence of the president, shall assume all duties of the president.

Seconded by: Madame President J. Allen

1. Trustee B. Allen nominated Secretary C. Hawthorn for Vice President.
2. The newly elected Madame President J. Allen nominated Trustee L. Brown.

VOICE VOTE: Trustees called out a name showing the vote.

B. Allen: voted for C. Hawthorn

M. Pres. J. Allen: voted for L. Brown

L. Brown: voted for L. Brown

E. Cox: Absent

C. Hawthorn: Absent

E. Houston: voted for L. Brown

E. Robinson: voted for L. Brown

G. Verdin: Abstain

P. Villanueva: Absent

Summary:

Votes for C. Hawthorn: 1

Votes for L. Brown: 4

Abstain: 1

Absent: 3

MOTION CARRIED: Trustee L. Brown was elected as Vice President.

XII. 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 next Regular Library Board Meeting is scheduled for Tuesday, September 10th, 2024 at 6:30 p.m.

XV. ADJOURNMENT

DISCUSSION: Trustees request to adjourn the meeting at 8:02 p.m.

Motioned by: Madame President J. Allen.

Seconded by: G. Verdin and L. Brown.

VOICE VOTE ALL IN FAVOR:

Ayes: (6) B. Allen, J. Allen, L. Brown, E. Houston, E. Robinson,
G. Verdin

Nays: (0) None

Absent: (3): E. Cox, C. Hawthorn, P. Villanueva

MOTION CARRIED