

Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees

Susan K. Niemi, President	Nancy Jackson
Nancy E. Sheldon, Vice-President	Laurie Styracula
Steven J. Weinberg, Treasurer	J. Socrates Rivers
Thomas J. Colwell, Secretary	

Regular Meeting
September 16, 2008

Call to Order

President Niemi called the meeting to order at 7:00 p.m.

Trustees present: Colwell, Jackson, Niemi, Sheldon, Styracula, and Weinberg
Trustees absent: Rivers

Also present: Director Stephen Bero, Assistant Director Noreen Reese, Head of Technical Services and Interlibrary Loan Kevin Medows, and Recording Secretaries Christine Gable and Mary Thacker.

Pledge of Allegiance

Approval of Consent Agenda for:

- a. Secretary's report: Approval of minutes as received or corrected.
 - i. Regular meeting of August 19, 2008.
 - ii. Executive session of August 19, 2008, and that they remain closed to the public.
 - iii. Special meeting of September 6, 2008.
 - iv. Executive session of September 6, 2008, and that they remain closed to the public.
- b. Financial Statements for August 2008.
- c. Director's Report for September 2008.
- d. Patron Suggestions for August 2008.

Trustee Colwell moved and Trustee Jackson seconded a motion to approve the Consent Agenda as amended. The motion carried on a roll-call vote as follows.

Ayes: Jackson, Weinberg, Styracula, Colwell, Sheldon, Niemi.

Nays: None

Abstain: None

Absent: Rivers

President's Report

President Niemi commented on her attendance at these events and meetings:

- Gail Dever's Retirement Party
- Survey Committee Meeting
- Diversity Meeting
- Special Committee Meeting

Trustee Rivers entered the meeting at 7:07 p.m.

Reports of Other Trustees

Trustee Styracula attended the Trustee Training Classes at NSLS on September 9, 2008, on the subject of creating an executive relationship between Trustees and the Library Director. She mentioned that the NSLS online resources list libraries and samples of their newsletters. While other libraries have up to six (6) newsletters posted, WNPL only has one.

Trustee Styracula also attended the Grayslake Library's board meeting on September 9th and commented on Grayslake's use of technology (laptops) to reduce paper, suggesting that WNPLD go more paperless. She also pointed out that our present Board Room is not very welcoming and does not lend itself well to the use of technology and/or presentations.

Director Bero explained that Board Room configuration will be addressed following the results of the community survey and the facilities needs assessment.

Correspondence, Communications, and public comments.

a. Presentation by Friends of the Library

Vice-President of Friends of the Library Mark Mueller and his wife Karen presented a semi-annual contribution of \$16,250.00 to the board to fund the programs here at the library. The next fundraiser coming up for the Friends is the Fall 2008 Raffle.

b. Recognition of visitors and public comments

President Niemi recognized Pioneer Press reporter Angela Sykora who had no comments.

Assistant Director Reese pointed out that the hours of operation of the Bookmobile on Saturday are 9:30 a.m. to 1:30 p.m. She also commented that the Friends contribution is a 30% increase from last year. In addition, she explained Healthy Communities/Healthy Youth (HCHY) to the board members.

Trustee Sheldon moved and Trustee Styracula seconded to grant permission for Healthy Communities/Healthy Youth to place their "Let's Talk" signs on Library property along O'Plaine Road during the month of October 2008. The motion carried on a voice vote.

Treasurer's Report

Trustee Weinberg moved and Trustee Colwell seconded a motion that the bills payable for September 2008 and payrolls for August 2008 be approved for payment. The motion carried on a roll-call vote as follows.

Ayes: Jackson, Weinberg, Rivers, Styracula, Colwell, Sheldon, Niemi.

Nays: None

Abstain: None

Absent: None

Reports of Standing Committees

Finance – Meeting of September 11, 2008

Trustee Weinberg gave an oral update of the written report.

Personnel – No Meeting

Policy – Meeting of September 8, 2008

Trustee Sheldon gave an oral update of the written report.

Building & Grounds – Meeting of September 11, 2008

Trustee Colwell gave an oral update of the written report.

Reports of the ad hoc committees

Director Bero stated that the Community Survey went to the printer and should hit mailboxes by September 19th. Following discussion, it was agreed that the survey company will keep us updated on a reasonable basis as they receive responses, that copies of the survey will be kept at the Reference Desk in case any patrons wish to review it, and we will provide a drop-box for those residents who wish to return the survey directly to the library. The average return rate for this type of survey is 15%, and we will be posting reminders here and issuing a press release(s) to try to maximize our return rate.

Progress report on the long-range plan

Director Bero talked about these long-range plans:

- Determining our facility needs will be done in two parts: the community survey and then an engineering study.
- Attending the annual ILA conference next week.

Unfinished Business

Illinois Per Capita Grant FY2009 Requirements

Review of Freedom of Information Act (5 ILCS 140).

Review of Chapter IX “Facilities-Implications of Technology on Designing/Remodeling a Building” in Serving Our Public: Standards for Illinois Public Libraries, 1997, 2002 revision of Chapter IX.

The board members reviewed the Freedom of Information Act (5 ILCS 140) and Chapter IX, “Facilities-Implications of Technology on Designing/Remodeling Building”, of Serving Our Public: Standards for Illinois Public Libraries, 1997, 2002 revision of Chapter IX.

New Business

Subject: Resolution 2008/2009-1: Proclamation for Healthy Communities Healthy Youth “Let’s Talk” Month.

Trustee Styrcula moved and Trustee Colwell seconded that Resolution 2008/2009-1: Proclamation for Healthy Communities/Healthy Youth “Let’s Talk” Month be adopted. The motion carried on a voice vote.

Subject: Application for Illinois Per Capita Grant FY2009.

Trustee Sheldon moved and Trustee Colwell seconded that the application for the Illinois Public Library Per Capita Grant for fiscal year 2009 be submitted. The motion carried on a voice vote. President Niemi and Trustee Colwell signed the Application for Illinois Per Capita Grant FY2009.

Subject: Revision to the Illinois FOIA Policy, first reading.

Trustee Colwell moved and Trustee Jackson seconded that the revision to the Illinois Freedom of Information Act Policy be adopted as presented. The motion carried on a roll-call vote as follows.

Ayes: Jackson, Weinberg, Rivers, Styrcula, Colwell, Sheldon, Niemi

Nays: None

Abstain: None

Absent: None

Subject: Revision to the Hours of Operation Policy, first reading.

The policy committee will revise the section under Bookmobile hours from Saturday 9:30 a.m. – 12:30 p.m. to Saturday 9:30 a.m. - 1:30 p.m.

Trustee Colwell moved and Trustee Rivers seconded that the revision to the Hours of Operation Policy be adopted as amended. The motion carried on a roll-call vote as follows.

Ayes: Jackson, Weinberg, Rivers, Styracula, Colwell, Sheldon, Niemi
Nays: None
Abstain: None
Absent: None

Public Forum
No comments.

Executive Session

Trustee Sheldon moved and Trustee Rivers seconded a motion for the board to move into executive session to consider probable litigation and that Director Bero be invited to the session. The motion carried on a roll-call vote as follows.

Ayes: Jackson, Weinberg, Rivers, Styracula, Colwell, Sheldon, Niemi
Nays: None
Abstain: None
Absent: None

The board adjourned to executive session at 7:49 p.m.

Reconvene in Open Session

The board reconvened in open session at 8:01 p.m.

Executive Session

Trustee Sheldon moved and Trustee Rivers seconded a motion for the board to move into executive session to consider the employment of the library director. The motion carried on a roll-call vote as follows.

Ayes: Jackson, Weinberg, Rivers, Styracula, Colwell, Sheldon, Niemi
Nays: None
Abstain: None
Absent: None

The board adjourned to executive session at 8:02 p.m.

Reconvene in Open Session

The board reconvened in open session at 9:03 p.m.

Announcements

1. By the chair
 - a. Communications to the public
 - b. Upcoming calendar
 - i. Public hearing for the annual budget and appropriations:
September 22, 2008, 7:00 p.m.

- ii. Special board meeting to adopt annual budget and appropriations: September 22, 2008, 7:15 p.m.
- iii. Next regular board meeting: October 21, 2008 7:00 p.m.
- iv. Next committee meetings
 - Policy Committee: October 6, 2008, 7:00 p.m.
 - Personnel Committee: October 6, 2008, 8:00 p.m.
 - Building and Grounds Committee: October 16, 2008, 7:30 p.m.
 - Finance Committee: October 16, 2008, 8:00 p.m.
- v. Trustee attendance at other local governing board meetings
 - Trustee Rivers to attend the Diversity Meeting on October 8, 2008.

2. By other trustees or the director

Director Bero requested that board members let him know if they have anything to add to the agenda for Monday's special board meeting.

Adjournment

Trustee Weinberg moved and Trustee Sheldon seconded that the meeting be adjourned. The motion carried on a voice vote.

President Niemi adjourned the meeting at 9:08 p.m.

Respectfully submitted,

Tom Colwell
Secretary

Christine Gable
Recording Secretary