

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

Susan K. Niemi, President
Thomas J. Colwell, Vice-President
Steven J. Weinberg, Treasurer
Nancy E. Sheldon, Secretary

Ronald J. Friedman
Nancy Jackson
Laurie Styracula

**Regular Meeting
July 20, 2010**

Call to Order

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

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

Also present: Director Stephen Bero; Recording Secretary Mary Thacker; WNPL Staff members Kevin Getty, Amanda Margis, Jan Marsh, Paula Pena, Noreen Reese, and Char Vice; Don McKay and Monica Hartman of Nagle Hartray Architects; and Steve Bruszer and Jim Dyer of Berglund Construction.

Pledge of Allegiance

President Niemi led those present in the Pledge of Allegiance.

Approval of Consent Agenda for:

- a) Secretary's Report: Approval of minutes as received or corrected:
 - i. Regular meeting of June 22, 2010, as received.
- b) Acceptance of Financial Statements for June 2010.
- c) Acceptance of the Director's Report for July 2010.
- d) Acceptance of the Patron Suggestions for June 2010.
- e) Approval of developer donation agreements (if any).

As there were no developer donation agreements, Trustee Friedman moved and Trustee Jackson seconded a motion to approve Items (a) through (d) of the Consent Agenda. The motion carried on a roll-call vote as follows:
Ayes: Friedman, Jackson, Niemi, Sheldon, Styracula, and Weinberg.
Absent: Colwell.

President's Report

President Niemi reported that she attended the Building and Grounds and Personnel Committee meetings. She also attempted to attend the Webinar sponsored by ALA, but due to technical difficulties was unsuccessful.

Reports of Other Trustees – None.

Correspondence, Communications, and public comments.

a. Written:

i. Memoranda from attorney Roger Ritzman.

Correspondence confirming new hourly rates to be charged by Attorney Ritzman's firm was acknowledged.

ii. Other

The monthly poster was circulated among the Trustees, and Director Bero distributed the new WNPL "sticky notes" and generic business cards.

b. Recognition of visitors and public comments

President Niemi recognized no one.

Treasurer's Report

Trustee Weinberg moved and Trustee Friedman seconded a motion that the bills payable for July 2010 and payrolls for June 2010 be approved for payment. The motion carried on a roll-call vote as follows:

Ayes: Friedman, Jackson, Niemi, Sheldon, Styracula, and Weinberg

Absent: Colwell

Reports of Standing Committees

Policy Meeting of July 13, 2010

Trustee Sheldon provided an oral update of the Committee meeting report.

Building & Grounds Meeting of July 8, 2010

Trustee Styracula provided an oral update of the Committee meeting report.

Personnel Meeting of July 13, 2010

President Niemi provided an oral update of the Committee meeting report, indicating that two personnel policies will be brought before the Board for approval later in this meeting.

Finance Meeting of July 15, 2010

Trustee Weinberg provided an oral update of the Committee meeting report. Trustee Styracula requested that in the future the Board receive a monthly variance report against budget.

Trustee Development Meeting of July 15, 2010

Trustee Friedman provided an oral update of the Committee meeting report. It was agreed that the Board would participate in a library-related technology workshop on the morning of Saturday, September 11, 2010.

Progress Report on the long-range plan

Director Bero reported that all energies were being focused on the building program.

New Business

a. Executive Session

Trustee Sheldon moved and Trustee Styracula seconded a motion for the board to move into executive session to consider the setting of a price for lease of property owned by the Library District, and that Director Bero and Assistant Director Reese be invited to attend. The motion carried on a roll-call vote as follows:

Ayes: Friedman, Jackson, Niemi, Sheldon, Styracula, and Weinberg

Absent: Colwell

The board adjourned to executive session at 7:23 p.m.

Reconvene in Open Session

The board reconvened in open session at 7:44 p.m.

b. Action as a result of considering the setting of a price for lease of property owned by the public body

Trustee Sheldon moved and Trustee Jackson seconded a motion that the Board will not renew the lease for the café space after the August 15, 2010, expiration date and will request that the current tenant vacate the premises no later than August 31, 2010, and that in the building project there will be a food/beverage vending area rather than a café. The motion carried on a roll-call vote as follows:

Ayes: Friedman, Jackson, Niemi, Sheldon, Styracula, and Weinberg

Absent: Colwell

c. Building Project: Presentation of interior design by architects

In anticipation of the Board's decision to close the café and offer vending to patrons, Nagle Hartray Architects prepared two interior options to revise the building plan. Upon presentation by Don McKay and discussion by the Board, Trustee Friedman moved and Trustee Weinberg seconded a motion that the Board accept Option #2 to revise the building plan. The motion carried on a roll-call vote as follows:

Ayes: Friedman, Jackson, Niemi, Sheldon, Styracula, and Weinberg

Absent: Colwell

Steve Bruszer of Berglund Construction then presented their phasing plan for the building project.

d. Semi-Annual Review of minutes of closed sessions

Trustee Sheldon and Trustee Niemi met during the past month and reviewed the closed minutes of the executive sessions of the Board. They recommend that all minutes currently closed remain closed.

e. Ordinance 2010/2011-1: Determining to levy a tax of 0.02% of Taxable Property for Certain Purposes (Building, Sites, & Maintenance levy)

Trustee Friedman moved and Trustee Sheldon seconded a motion that Ordinance 2010/2011-1 be adopted. The motion carried on a roll-call vote as follows:

Ayes: Friedman, Jackson, Niemi, Sheldon, Styracula, and Weinberg

Absent: Colwell

f. Working budget for fiscal year 2010/2011

Trustee Weinberg moved and Trustee Friedman seconded a motion that the working budget for fiscal year 2010-2011 be adopted. The motion carried on a roll-call vote as follows:

Ayes: Friedman, Jackson, Niemi, Sheldon, Styracula, and Weinberg

Absent: Colwell

g. Trustee Development: Planning for technology training in September 2010

Trustee Sheldon moved and Trustee Styracula seconded a motion that technology training for the Trustees be scheduled for Saturday, September 11, 2010, from 9:00 a.m. until noon. The motion carried on a voice vote.

h. Groundbreaking Ceremony

It was the consensus of the Board that a Groundbreaking Ceremony would be held on Tuesday, August 17, 2010, at 6:00 p.m. and invitations will be mailed to all appropriate government officials.

i. Disposition of the Piano

Trustee Friedman moved and Trustee Jackson seconded a motion that the Board authorize the Library Director to sell the piano. The motion carried on a roll-call vote as follows:

Ayes: Friedman, Jackson, Niemi, Sheldon, Styracula, and Weinberg

Absent: Colwell

j. Policy Work

i. Revisions to Staff Manual

1. New Personnel Policy 606: Military Family Leave.
Trustee Sheldon moved and Trustee Jackson seconded a motion that Personnel Policy 606: Military Family Leave be approved as recommended by the Policy Committee. The motion carried on a roll-call vote as follows:
Ayes: Friedman, Jackson, Niemi, Sheldon, Styrcula, and Weinberg
Absent: Colwell
 2. Revision to Personnel Policy 724: Respectful Workplace, first reading.
Trustee Friedman felt “ought to” would be a better choice than “should” in this policy. Trustee Jackson moved and Trustee Weinberg seconded a motion that Personnel Policy 724: Respectful Workplace be approved as presented. The motion carried on a roll-call vote as follows:
Ayes: Jackson, Niemi, Sheldon, Styrcula, and Weinberg
Abstain: Friedman
Absent: Colwell
- ii. Revisions to Board Policy 3001: Access to Materials, first reading.
Trustee Sheldon informed the Board that the most recent versions of the ALA statements included in our Access to Materials policy are available on-line and encouraged all the Trustees to review these statements to determine whether in fact they were in agreement with the ALA opinions. Trustee Friedman moved and Trustee Weinberg seconded a motion that Board Policy 3001: Access to Materials be referred back to the Policy Committee and placed on the agenda for next month’s Board meeting. The motion carried on a voice vote.

Public Forum

WNPL staff member and district resident Mary Thacker commented on the proposed budget and expressed interest in the purchase of the piano, resulting in the Board directing that the piano be sold by bid.

Announcements

- a. By the chair:
 - i. Communications to the public – none
- ii. Upcoming calendar
 1. Next regular Board meeting: Tuesday, August 17, 2010, 7:00 p.m.
 2. Next Committee meetings:
 - a. Finance – Tuesday, August 10, 2010, 8:00 p.m.
 - b. Personnel – Monday, August 2, 2010, 6:00 p.m.
 - c. Policy – Monday, August 2, 2010, 7:00 p.m.
 - d. Building and Grounds – Monday, August 16, 2010, 7:00 p.m.

- e. Trustee Development – Tuesday, August 10, 2010, 7:00 p.m.
3. Other dates:
- a. Trustee Appreciation Dinner, Saluto’s Restaurant, Gurnee – Friday, July 30, 2010, 6:30 p.m.
 - b. Lake County Fair – Saturday, July 31, 2010, 10:00 a.m. to 10:00 p.m.
 - c. Annual Intergovernmental Picnic, Gurnee Park District, Viking Park, Thursday, August 5, 2010, 6:00 p.m.
 - d. Gurnee Days Dinner, Midlane Country Club – Thursday, August 12, 2010 (Honorees are Bob and GeorgeAnn Depke)
 - e. Gurnee Days – Friday, August 13th through Sunday, August 15th. Parade at 12 Noon on Sunday.
 - f. Illinois Library Association Annual Conference, Navy Pier, Chicago – Tuesday, September 28th through Thursday, September 30th, 2010. Thursday, September 30 is “Trustee Day” and interested Trustees should contact Mary Thacker for registration.

Adjournment

Trustee Sheldon moved and Trustee Friedman seconded the motion to adjourn the regular meeting. The motion carried on a voice vote.

President Niemi adjourned the meeting at 9:46 p.m.

Respectfully submitted,

Nancy E. Sheldon
Secretary

Mary Ann Thacker
Recording Secretary