

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

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

**Regular Meeting
August 17, 2010**

Call to Order

President Niemi called the meeting to order at 7:01 p.m.

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

Trustees absent: None.

Also present: Director Stephen Bero, Recording Secretary Mary Thacker, WNPL staff members Kevin Getty, Jan Marsh, Paula Pena, Noreen Reese, and Doug Wideburg; Don McKay of Nagle Hartray; Steve Bruszer and Jim Dyer of Berglund Construction; and residents Barbara Settle and Tania White.

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 July 20, 2010
 - ii. Executive Session of July 20, 2010
- b. Acceptance of Financial Statements for July 2010.
- c. Acceptance of the Director's Report for August 2010.
- d. Acceptance of the Patron Suggestions for July 2010.
- e. Approval of developer donation agreements (if any).

As there were no developer donation agreements, Trustee Styracula moved and Trustee Jackson seconded a motion to approve the Consent Agenda items (a)I, (b), (c) and (d). The motion carried on a roll-call vote as follows.

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

Abstain: Colwell

Items removed from the consent agenda, if any:

Item (a)ii Executive Session minutes of July 20, 2010, will be placed on the September 21, 2010 meeting agenda for approval.

President's Report

President Niemi reported that he attended the Gurnee Days Parade with Ron Friedman and Steve Weinberg, Stories in the Park, and the Library Booth at the Lake County Fair with Jan Marsh. In addition, President Niemi and Trustee Colwell reviewed the IPLAR for fiscal year 2009-2010.

Reports of Other Trustees

The Intergovernmental Picnic was attended by Trustees Friedman, Jackson, Sheldon, and Styrcula. Trustee Colwell visited the Kansas City Library. Trustee Friedman attended the Lake County Fair. Trustee Styrcula participated in a webinar on July 27th titled "TechTrends: ALA Annual Conference 2010."

Correspondence, Communications, and public comments.

a. Written:

- i. Memoranda from attorney Roger Ritzman – None.
- ii. President Niemi reported that the Board had received a written request from John Hutton, Superintendent of Gurnee School District 56, asking for the Library Board's support of their upcoming referendum. Following discussion, President directed that a resolution supporting the referendum be drafted and placed on the agenda for the WNPLD September 21st meeting.
- iii. Director Bero updated the Board on the status of NSLS. NSLS will be selling their building, and are working toward a merger with other upstate systems being completed by July 1, 2011.
- iv. The July-August poster of Library events was circulated among the Board, as well as a poster of photos taken during the Gurnee Days Parade of the Library participants. President Niemi thanked everyone for their participation.

Recognition of visitors and public comments.

President Niemi introduced our new Accountant, Doug Wideburg, to the Board and welcomed him to the staff.

Treasurer's Report

Trustee Weinberg moved and Trustee Colwell seconded a motion that the bills payable for August 2010 and payroll for July 2010 be approved for payment. The motion carried unanimously on a roll-call vote as follows:
Ayes: Colwell, Friedman, Jackson, Niemi, Sheldon, Styracula, and Weinberg

Reports of Standing Committees

Policy – Meeting of August 2, 2010.

Trustee Sheldon provided an oral update of the committee report.

Building and Grounds – Meeting of August 16, 2010.

Trustee Styracula provided an oral update of the committee report. The amount of the security deposit from K-Sweets was corrected to \$1400.

Finance – Meeting of August 10, 2010.

Trustee Weinberg provided an oral update of the committee report.

Personnel – Meeting of August 2, 2010.

President Niemi provided an oral update of the committee report, indicating these policies would be discussed later in this meeting.

Trustee Development – Meeting of August 10, 2010.

Trustee Friedman provided an oral update of the committee report.

Progress report on the long-range plan

Director Bero had nothing specific to report, but he did comment that the Groundbreaking Ceremony earlier in the evening went well and thanked everyone involved.

New Business

a. Building project: Final design and construction documents.

Don McKay of Nagle Hartray reviewed the floor plan. Changes included the expanded Teen, new vending, and relocated Friends areas.

b. Amendment to architect's contract.

Trustee Friedman moved and Trustee Styracula seconded a motion to approve Amendment #3 to the Agreement with Nagle Hartray Danker Kagan McKay Penney Architects Ltd. for revising the design related to the deletion of the café.

The motion carried unanimously on a roll-call vote as follows:

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

c. Fate of the Reading Garden.

Following discussion among the Board members, Trustee Sheldon moved and Trustee Colwell seconded a motion to (a) recycle the trees and plants in the reading garden giving first priority to reuse on Library property by the landscaper, second priority to members of the Green Team, staff, and Board members, and third priority to the public at the planned Garage Sale; (b) consider the relocation of the benches and table following construction; and (c) consider the mounting of the plaque in the remodeled building.

The motion carried unanimously on a roll-call vote as follows:

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

d. Award of contract for HVAC replacement project.

Following discussion, Trustee Weinberg moved and Trustee Jackson seconded a motion to award the contract for the HVAC Replacement Project to Climate Service Inc. in the amount of \$46,350.

The motion carried unanimously on a roll-call vote as follows:

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

e. Ordinance 2010/2011-2: Tentative Annual Budget and Appropriations.

Trustee Weinberg moved and Trustee Friedman seconded a motion to adopt Ordinance 2010/2011-2, Tentative Budget and Appropriations for Fiscal Year 2010-2011.

The motion carried unanimously on a roll-call vote as follows:

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

f. Setting the public hearing for the annual budget and appropriations.

Trustee Sheldon moved and Trustee Weinberg seconded a motion that the public hearing for the Annual Budget and Appropriations be set for Tuesday, September 21, 2010, at 6:45 P.M. in the Conference Room.

The motion carried unanimously on a voice vote.

g. Filing of the Illinois Public Library Annual Report (IPLAR) for fiscal year 2009-2010.

Trustee Colwell moved and Trustee Weinberg seconded a motion that the Illinois Public Library Annual Report (IPLAR) for Fiscal Year Ended June 30, 2010, be accepted for filing.

The motion carried unanimously on a voice vote.

h. Closing Sunday, December 26, 2010, and Sunday, January 2, 2011.

Following discussion, Trustee Jackson moved and Trustee Friedman seconded a motion that the Library be closed Sunday, December 26, 2010, and Sunday, January 2, 2011.

The motion carried on a roll-call vote as follows:

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

Abstain: Colwell, and Styrcula

i. Trustee development

President Niemi began discussion on the status of the Trustee Development Committee as an ad hoc committee versus a standing committee, referencing the review of the By-Laws as a requirement for completion of the Per Capita Grant. Following discussion, the Board voted on the motions as put forth by the Trustee Development Committee.

i. Photographs of trustees on the in-house slide show.

Trustee Friedman moved and Trustee Styrcula seconded a motion that any Trustee willing to have his or her photo individually or as part of a group displayed on the flat-screen video monitors in the Library may do so.

The motion failed on a roll-call vote as follows:

Ayes: Friedman, Styrcula, and Weinberg

Nays: Colwell, Niemi, and Sheldon

Abstain: Jackson

ii. Library email accounts for trustees.

Trustee Friedman moved and Trustee Styrcula seconded a motion that the Board adopt a resolution that Trustees have their own Library email accounts.

The motion carried unanimously on a roll-call vote as follows:

Ayes: Colwell, Friedman, Jackson, Niemi, Sheldon, Styrcula, and Weinberg

iii. Board presentation to trustee candidates: October 2, 2010, 1:00 p.m. to 2:00 p.m.

Trustee Friedman moved and Trustee Styracula seconded a motion to adopt and schedule an October 2, 2010 Trustee Development potential candidate presentation from 1:00 to 2:00 p.m.

The motion failed on a roll-call vote as follows:

Ayes: Friedman, Jackson, Styracula

Nays: Colwell, Niemi, Sheldon, and Weinberg

j. Requirements for the Per Capita Grant application for fiscal year 2011.

i. Review of Policy 1001 Bylaws.

Discussion resumed regarding the status of the Trustee Development Committee, who were directed to draft the responsibilities of the committee for discussion at the September 21, 2010, Board meeting.

ii. Prioritization of the table of contents of Serving Our Public 2.0: Standards for Illinois Public Libraries.

Trustee Weinberg moved and Trustee Sheldon seconded a motion that the Board set the priorities for the table of contents of Serving our Public 2.0: Standards for Illinois Public Libraries as Chapter 4, Chapter 10, Chapter 6, Chapter 5, and Chapter 2.

The motion carried unanimously on a voice vote.

k. Policy work

i. Revisions to Staff Manual.

1. Revision to Personnel Policy 303 Vacation Benefits

Following discussion, Policy 303 was referred back to the Personnel Committee.

2. Revision to Personnel Policy 309 Bereavement Leave

3. Revision to Personnel Policy 507 Overtime

4. Revision to Personnel Policy 510 Emergency Closings

5. New Personnel Policy 320 457 Savings Plan

Trustee Friedman moved and Trustee Sheldon seconded a motion to adopt Personnel Policies 309, 507, 510, and 320 as presented.

The motion carried unanimously on a roll-call vote as follows:

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

ii. Revision to Board Policy 3001: Access to Materials, second reading.

Discussion and action on Policy 3001: Access to Materials, was postponed until the October 19, 2010, meeting.

Public Forum – None.

Announcements

a. By the Chair

i. Communications to the public – None.

ii. Upcoming Calendar

1. Trustee development – Saturday, September 11, 2010, 9:00 am, Computer Lab in the Library, preceded by breakfast at 8:30 am.
2. Public hearing for the annual budget and appropriations – Tuesday, September 21, 2010, 6:45 pm
3. Next regular Board meeting – Tuesday, 21, 2010, 7:00 pm
4. Next committee meetings:
 - a. Finance – Thursday, September 16, 2010, 8:00 pm
 - b. Personnel – Monday, September 13, 2010, 6:00 pm
 - c. Policy – Monday, September 13, 2010, 7:00 pm
 - d. Building & Grounds – Thursday, September 16, 2010, 7:00 pm
 - e. Trustee Development – To be determined.
5. Other dates
 - a. Illinois Library Association Annual Conference – Tuesday, September 28th through Thursday, September 30th, 2010, Navy Pier, Chicago
 - b. WNPL Garage Sale – Saturday, October 2, 2010

- b. By other Trustees or the Director
Director Bero reminded the Trustees that, with the construction bids being due by September 27, 2010, there will need to be a special meeting of the Board to approve these. This meeting will be scheduled either the last week of September or the first week of October.

Adjournment

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

President Niemi adjourned the meeting at 9:30 p.m.

Respectfully submitted,

Nancy E. Sheldon
Secretary

Mary Ann Thacker
Recording Secretary