

**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 Styrula

**Regular Meeting  
September 21, 2010**

**Call to Order**

Vice-President Colwell called the meeting to order at 7:00 p.m.

Trustees present: Colwell, Friedman, Styrula, and Weinberg

Trustees absent: Jackson, Niemi, and Sheldon

Also present: Director Stephen Bero, Recording Secretary Mary Thacker, WNPL staff members Kristin Arnold and Noreen Reese, Julianne Scherer of Nagle Hartray Architects, Jim Dyer of Berglund Construction, Janice Hand from the Vernon Area Public Library District, and District resident Patricia Greedan.

**Pledge of Allegiance**

Vice-President Colwell 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 August 17, 2010
  - ii. Special Meeting of September 22, 2010
  - iii. Executive Session of July 20, 2010
- b. Acceptance of Financial Statements for August 2010.
- c. Acceptance of the Director's Report for September 2010.
- d. Acceptance of the Patron Suggestions for August 2010.
- e. Approval of developer donation agreements (if any).

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

## **President's Report**

There was no report as President Niemi was absent from the meeting.

## **Reports of Other Trustees**

Trustees Friedman and Styrcula reported that the Trustee Development technology meeting was well received. They wished to thank WNPL staff members Amy Blanchard and Amanda Margis for the good job they did explaining library technology from an in-house perspective, as well as presenter Toby Greenwalt from the Skokie Library for describing how the Skokie Library has optimized technology.

## **Correspondence, Communications, and Public Comments**

### **a. Written:**

- i. Memoranda from attorney Roger Ritzman – None
- ii. A thank-you card from Amy Blanchard for the gift card, lunch, and opportunity to present to the Board was passed among the Trustees.
- iii. “September at WNPL” poster was circulated among the Board.
- iv. A photo of the Board at the ground-breaking ceremony was passed among the Trustees.

## **Recognition of Visitors and Public Comments**

Vice-President Colwell welcomed Janice Hand, trustee from the Vernon Area Public Library District.

## **Treasurer's Report**

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

## **Reports of Standing Committees**

### **Policy – Meeting of September 13, 2010.**

The scheduled Policy Committee meeting was cancelled.

### **Building and Grounds – Meeting of September 16, 2010.**

Trustee Styrcula provided an oral update of the committee report.

### **Finance – Meeting of September 16, 2010.**

The scheduled Finance Committee meeting was cancelled.

### **Personnel – Meeting of September 13, 2010.**

As no Board members of the Personnel Committee were present, Vice-President Colwell referred those present to President Niemi's written report.

### **Trustee Development – No meeting.**

### **Progress report on the long-range plan**

Director Bero stated that the long-range plan is currently focused on the building project, which will be discussed further during New Business.

### **New Business**

#### **a. Building project: Bid Update**

Jim Dyer of Berglund Construction provided an update on the bidding process. Julianne Scherer of Nagle Hartray Architects stated that furniture bids are being received, and they are currently working on permits and zoning issues.

#### **b. Amendment to agreement with architects**

Following discussion, the Board directed Director Bero to review his file of the original contract discussions and prepare a list of any further "amendments" may be "trickling in" from Nagle Hartray due to the omission of these items at the time of the contract-signing.

Trustee Friedman moved and Trustee Weinberg seconded a motion to approve Amendment #4 to the Agreement with Nagle Hartray Danker Kagan McKay Penney Architects, Ltd. for the engagement of a sign consultant. The motion carried unanimously on a roll-call vote as follows:

Ayes: Colwell, Friedman, Styracula, and Weinberg

Absent: Jackson, Niemi, and Sheldon

#### **c. Ordinance 2010/2011-3: Annual Budget and Appropriations**

Following discussion of a suggestion by Trustee Styracula, the Board asked Director Bero to have the accountant include a variance report against budget in the monthly financial statements.

Trustee Friedman moved and Trustee Weinberg seconded that the Board adopt Ordinance 2010/2011-3, Budget and Appropriations for Fiscal Year 2010-2011. The motion carried unanimously on a roll-call vote as follows:

Ayes: Colwell, Friedman, Styracula, and Weinberg

Absent: Jackson, Niemi, and Sheldon

**d. Resolution 2010/2011-1 Proclaiming October 2010 Healthy Communities/Healthy Youth “Let’s Talk” Month**

Assistant Director Reese provided the Board with an update of the activities of the intergovernmental organization Healthy Communities/ Healthy Youth (HCHY).

Trustee Styrcula moved and Trustee Weinberg seconded that the Board adopt Resolution 2010/2011-1 proclaiming October 2010 Healthy Communities/ Healthy Youth “Let’s Talk” Month. The motion carried unanimously on a voice vote.

**e. Resolution 2010/2011-2, Proclamation for National Friends of the Library Week**

Following discussion of how the Board may show its appreciation to our Friends of the Library organization, Trustee Weinberg moved and Trustee Styrcula seconded that the Board adopt Resolution 2010/2011-2, Proclamation for National Friends of the Library Week. The motion carried unanimously on a voice vote.

**f. Trustee Development: Presentation by Kristin Arnold on the new AWE early literacy station for children**

Head of Children’s and Programming, Kristin Arnold, gave a presentation on our new AWE early literacy station for children. It is a stand-alone computer, not connected to the internet or our in-house server, geared to children ages two through six, providing engaging and academically relevant activities. A hand-out was provided to the Trustees.

**g. Requirements for the Per Capita Grant application for fiscal year 2011**

Identification of impacts on the board, staff, or library users of the prioritized chapters of *Serving Our Public 2.0*.

Following discussion, Trustee Friedman moved and Trustee Weinberg seconded a motion that, as part of our application for the Per Capita Grant, we submit the chapters along with the five major impacts of those same points as listed on page 87 of the September 21, 2010, Board packet. The motion carried unanimously on a roll-call vote as follows:

Ayes: Colwell, Friedman, Styrcula, and Weinberg

Absent: Jackson, Niemi, and Sheldon

**h. Policy work: Staff Manual**

- 1. Revision to Personnel Policy 512 Business Travel Expenses**
- 2. Revision to Personnel Policy 705 Personal Appearance**

Director Bero provided an oral update of his memo to the Board on page 119 of the September 21, 2010, Board packet. Trustee Friedman moved and Trustee Weinberg seconded a motion to adopt the revisions to Personnel Policy 512 Business Travel Expenses and Personnel Policy 705 Personal Appearance. The motion carried unanimously on a roll call vote as follows:

Ayes: Colwell, Friedman, Styracula, and Weinberg

Absent: Jackson, Niemi, and Sheldon

### **Public Forum**

Janice Hand thanked the Board for the library tour provided by Director Bero and extended an invitation to attend a Board meeting of the Vernon Area Public Library, which take place the third Monday of each month at 7:00 p.m. in Lincolnshire.

Assistant Director Reese discussed how the revolution in education (how children learn) will impact libraries.

### **Announcements**

#### a. By the Chair

i. Communications to the public – None

ii. Upcoming Calendar

1. Special Board Meeting to award FFE (fixtures, furniture, and equipment) contracts – Tuesday, October 12, 2010, 7:00 p.m.
2. Next regular Board meeting – Tuesday, October 19, 2010, 7:00 p.m. Director Bero will be canvassing the Trustees to determine whether this meeting can be moved to the following week – Monday, Tuesday, or Wednesday, at 7:00 p.m.
3. Next committee meetings:
  - a. Finance – To be determined (Thursday prior to next regular Board meeting).
  - b. Personnel – Monday, September 27, 2010, 6:00 p.m.
  - c. Policy – Monday, September 27, 2010, 7:00 p.m.
  - d. Building & Grounds – To be determined (Thursday prior to next regular Board meeting).

4. Other dates

- a. Illinois Library Association Annual Conference – Tuesday, September 28<sup>th</sup> through Thursday, September 30<sup>th</sup>, 2010, Navy Pier, Chicago
- b. WNPL Garage Sale – Saturday, October 2, 2010

b. By other Trustees or the Director – None

**Adjournment**

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

Vice-President Colwell adjourned the meeting at 8:32 p.m.

Respectfully submitted,

Steven J. Weinberg  
Treasurer and Acting Secretary

Mary Ann Thacker  
Recording Secretary