

**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
December 21, 2010**

Call to Order

President Niemi called the meeting to order at 7:00 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 Cheryl Anderson, Kristin Arnold, Sandra Beda, Kathie Fifer, Jane Friess, Seema Gandhi, Mary Hiatt, Debbie Hoffman, Amanda Margis, Jan Marsh, Donna Morales, Colleen Murphy, Paula Pena, Noreen Reese, and Gail Schraeder; Steve Bruszer of Berglund Construction; and District residents Mary Ann Bretzlauf and Patricia Greeden.

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. Public Hearing for Truth in Taxation, November 16, 2010
 - ii. Regular Meeting of November 16, 2010
- b. Acceptance of Financial Statements for November 2010.
- c. Acceptance of the Director's Report for December 2010.
- d. Acceptance of the Patron Suggestions for November 2010.
- e. Approval of developer donation agreements (if any).

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

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

President's Report

President Niemi did not present a report.

Reports of Other Trustees

Trustee Friedman reported that he attended a Board meeting of the Skokie Public Library and that our Board compares very favorably with Skokie.

Correspondence, Communications, and public comments

a. Written:

- i. Memoranda from attorney Roger Ritzman – None.
- ii. President Niemi passed among the Trustees the regular monthly photo montage, along with two “thank you” notes from staff members for the year-end bonus check.

Recognition of visitors and public comments – None

Treasurer's Report

Trustee Jackson moved and Trustee Weinberg seconded a motion that the bills payable for December 2010 and payrolls for November 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.

Trustee Styracula moved and Trustee Jackson seconded a motion that the Board approve the payment of invoice #50114 for a total of two hundred forty-eight thousand three hundred forty-eight and 74/100 Dollars (\$248,348.74) to the Berglund Construction Company for construction related expenses incurred through November 20, 2010. 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 December 6, 2010

President Niemi reported that because the Personnel Committee meeting ran for an extended period of time, the Policy Committee meeting was cancelled.

Building and Grounds – Meeting of December 16, 2010

Trustee Styracula provided an oral update of the committee report. Discussion followed regarding the procedure for processing future Berglund invoices. The Board agreed that all future invoices will continue to be signed off on by both Berglund and Nagle Hartray, reviewed and approved by Director Bero and Kevin Getty, and forwarded to the Building and Grounds committee for their review and recommendation to the Board each month for a motion to approve payment. Director Bero confirmed that the trustees will be sent the link to access the website to view the photos documenting the building project.

Finance – Meeting of December 16, 2010

Trustee Weinberg provided an oral update of the committee report. In the ensuing discussion, Trustee Weinberg confirmed his opinion that QuickBooks is an excellent idea to begin the next fiscal year and recommended that the Board deny the builder's donation request from Thomas Place Gurnee.

Personnel – Meeting of December 6, 2010

President Niemi stated the committee's issues would be addressed later in the meeting.

Trustee Development – Meeting of November 29, 2010

Trustee Friedman provided the committee's draft mission statement to the Board. President Niemi requested that a written committee meeting report be provided.

Progress report on the long-range plan

Director Bero indicated that Steve Bruszer would be updating the Board later in the meeting and that fund-raising efforts would be addressed in Executive Session.

New Business

a. Building project: Update

Steve Bruszer of Berglund Construction presented an update of the building project to the Board. The existing space has been demolished; and exterior excavation is proceeding, with the pouring of the foundation scheduled for January 2011. The issue with Commonwealth Edison has been resolved at no cost to the library district. Parking lot lighting and access will be improved as quickly as possible. Mr. Bruszer wanted the Board to know that they are very pleased with the owner/architect meetings which take place every Thursday, as many issues are handled quickly and efficiently. Beginning in January, Anthony Rosignolo, Project Manager for Berglund, will be on-site full time.

b. Request from Thomas & Thomas Associates, Inc., for lower impact fee as part of its developer donation agreement with the library district

Following discussion by the Board, Trustee Sheldon moved and Trustee Weinberg seconded a motion to refuse the request from Thomas & Thomas Associates, Inc. to lower our impact fees. The motion carried unanimously on a roll-call vote as follows:

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

c. Setting the date for annual staff appreciation luncheon and appointment of ad hoc committee to plan the luncheon

President Niemi led the discussion of the annual staff appreciation luncheon which has traditionally been held at the end of January. It was decided to postpone this luncheon until the end of Phase I, when a large room will again be available. Trustee Friedman will chair the committee. Director Bero will place this item on the March 2011 Board agenda.

Unfinished Business

a. Status of ad hoc Trustee Development Committee

Trustee Friedman provided background of the Trustee Development Committee before moving that the Trustee Development Committee become a standing committee of the Board of Trustees of the Warren-Newport Public Library District. Trustee Styrcula seconded the motion, and discussion followed. The motion carried on a roll-call vote as follows:

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

Nays: Sheldon.

This change in status of the committee will need to be reflected by a change in the By-Laws to be addressed by the Policy Committee in January 2011.

b. Acceptance of the Financial Statements for Fiscal Year ended June 30, 2010, as audited by McClure, Inserra and Company, Chartered

Trustee Weinberg moved and Trustee Colwell seconded a motion that the Financial Statement for Fiscal Year ended June 30, 2010, as audited by McClure, Inserra and Company, Chartered, be accepted for filing. The motion carried unanimously on a roll-call vote as follows:

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

c. Policy Work

1. Revisions to Personnel Policy 303 Vacation Benefits

Trustee Sheldon moved and Trustee Friedman seconded a motion to adopt Personnel Policy 303 Vacation Benefits as written. President Niemi began the discussion by reading aloud the comments she had received from fellow Trustees on this policy. It was explained that there were no substantive changes to this policy; only grammar and punctuation. Concerns were expressed regarding the number of weeks of vacation time allowed, as well as comparing our benefits to those of other area libraries. The motion failed on a roll call vote as follows:

Ayes: Niemi and Sheldon.

Nays: Colwell, Styrcula and Weinberg.

Abstain: Friedman and Jackson.

Trustee Friedman moved and Trustee Weinberg seconded a motion to send Personnel Policy 303 Vacation Benefits back to the Personnel Committee. The motion carried on a voice vote.

2. Revisions to Personnel Policy 307 Sick Leave Benefits

Trustee Sheldon moved and Trustee Friedman seconded a motion to adopt the revision to Personnel Policy 307 Sick Leave Benefits. Discussion involved the accumulation of sick days over the years, with an explanation of IMRF policies and procedures. The motion carried on a roll call vote as follows:

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

Abstain: Jackson.

Public Forum

District resident Patricia Greedan stated that the four-week vacation benefit is an industry standard, and she believes it would be a big mistake to introduce any kind of “tier” vacation accrual.

Co-Manager of Reference Services Sandra Beda commented that, while she was grateful that the Board mentioned “grandfathering” those staff members who currently have four weeks vacation, she felt changing this benefit to new staffers would be very detrimental to attracting very high caliber people. She also stated that the library has a very good reputation of promoting from within, and this is an attractive incentive for pursuing further education and professional development. With regard to the sick leave benefits, she asked that the Board remember that sick time is also used for caring for family members who are ill, and this is a very important benefit.

Co-Manager of Reference Services Kathie Fifer agreed with both Patricia Greedan and Sandra Beda, commenting that the four weeks of vacation is a strong incentive to staff members to get their MLS.

Trustee Weinberg thanked the staff for their large presence at the evening's meeting and reminded everyone that they are always welcome to attend any Board meeting.

Executive Session to consider the performance of a specific employee

Trustee Sheldon moved and Trustee Jackson seconded a motion that the Board move into executive session to consider the performance of the Library Director, and at some point invite Director Bero to join them. The motion carried on a roll-call vote as follows:

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

The board adjourned to executive session at 8:48 p.m.

Reconvene in Open Session

The board reconvened in open session at 10:00 p.m.

Action as a result of considering the performance of a specific employee

Trustee Weinberg moved and Trustee Colwell seconded a motion that the Board amend the Employment Agreement with Director Stephen Bero to raise his annual compensation to one hundred fifteen thousand four hundred eighty-four dollars (\$115,484.00). The motion carried unanimously on a roll call vote as follows:

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

Announcements

- a. By the Chair
 - i. Communications to the public – None
 - ii. Upcoming Calendar
 - 1. Next regular Board meeting – Tuesday, January 18, 2011, 7:00 pm. Trustee Weinberg noted that he will be unable to attend that meeting.

2. Next committee meetings:
 - a. Finance – Tuesday, January 11, 2011, 8:00 pm
 - b. Personnel – Monday, January 3, 2011, 6:00 pm
 - c. Policy – Monday, January 3, 2011, 7:00 pm
 - d. Building & Grounds – Tuesday, January 7, 2011, 7:00 pm
 - e. Trustee Development – Monday, January 17, 2011, 7:00 pm

 3. Other dates
 - a. Illinois Library Association Trustee Forum Workshop, Saturday, February 26, 2011, Lisle
 - b. LACONI Annual Trustee Banquet, Friday, April 15, 2011, Cantigny Golf Course, Wheaton
- b. By other Trustees or the Director
- i. Signature cards for safe deposit box at Fifth Third Bank. All necessary documentation was signed and witnessed.

Adjournment

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

President Niemi adjourned the meeting at 10:08 p.m.

Respectfully submitted,

Nancy E. Sheldon
Secretary

Mary Ann Thacker
Recording Secretary