

Warren Newport Public Library

Board of Trustees

Regular Meeting

June 21, 2011

7:00 PM

Lobby Meeting Room

AGENDA

- I. Call to order, roll call, and determination of quorum
- II. Pledge of Allegiance
- III. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION
 - a. Secretary's report: Approval of minutes as received or corrected
Regular meeting of May 17, 2011
 - b. Financial statements for May 2011.
 - c. Library Director's report for June 2011.
 - d. Patron suggestions for May 2011.
 - e. Approval of developer donation agreements (if any).

RESOLVED, THAT THE CONSENT AGENDA BE APPROVED
AS PRESENTED.
- IV. Item(s) removed from consent agenda, if any. ACTION
- V. President's report. INFORMATION
- VI. Reports of other trustees. INFORMATION
- VII. Correspondence, communications, and public comments. INFORMATION
 - a. Written:
 - i. Memoranda from attorney Roger Ritzman.
 - ii. Other.
 - b. Introduction of Jennifer Drinka, new Head of Children's & Programming Services
 - c. Public comments
Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes per item at the discretion of the President not to exceed a total of twenty minutes.
- VIII. Approval of bills payable and payrolls. ACTION
 - a. RESOLVED, THAT THE BILLS PAYABLE FOR JUNE 2011 AND PAYROLLS FOR MAY 2011 BE APPROVED FOR PAYMENT.
 - b. RESOLVED, THAT THE BOARD APPROVE THE PAYMENT OF APPLICATION #7 INVOICE #51063 FOR A TOTAL OF \$860,363.15 (EIGHT HUNDRED SIXTY THOUSAND, THREE HUNDRED SIXTY-THREE DOLLARS AND FIFTEEN CENTS) TO THE BERGLUND

CONSTRUCTION COMPANY FOR CONSTRUCTION RELATED
EXPENSES INCURRED THROUGH MAY 31, 2011.

- IX. Reports of the standing committees. INFORMATION
- a. Policy—Meeting of June 14, 2011.
 - b. Building & Grounds— Meeting of June 16, 2011.
 - c. Finance—Meeting of June 16, 2011.
 - d. Personnel—Meeting of June 9, 2011.
 - e. Trustee Development—Meeting of June 14, 2011.
- X. Appointments by the President
- a. To the Personnel Committee
 - b. Liaison to the new RAILS board.
- XI. Progress report on the long-range plan. INFORMATION
- XII. Fundraising report. INFORMATION
- XIII. New business
- a. Building project update. INFORMATION
 - b. Ordinance 2010/2011-6: Annual meeting schedule for fiscal year 2011-2012. ACTION

RESOLVED, THAT ORDINANCE 2010/2011-6 ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2011-2012 BE ADOPTED.
 - c. Ordinance 2010/2011-7: Prevailing wage rate for fiscal year 2011-2012. ACTION

RESOLVED, THAT ORDINANCE 2010/2011-7 PREVAILING WAGE RATE FOR FISCAL YEAR 2011-2012 BE ADOPTED.
 - d. Ordinance 2010/2011-8: Transfer to the Special Reserve Fund. ACTION

RESOLVED, THAT ORDINANCE 2010/2011-8 TRANSFERRING \$200,000 FROM THE GENERAL OPERATING FUND TO THE SPECIAL RESERVE FUND BE ADOPTED.
 - e. Signers on safety deposit box at Fifth Third Bank. ACTION

RESOLVED, THAT PRESIDENT LAURIE STYRCULA, VICE PRESIDENT MARY ANN BRETZLAUF, SECRETARY JO BECKWITH, TREASURER STEVEN WEINBERG, AND LIBRARY DIRECTOR STEPHEN BERO BE SIGNERS ON THE SAFETY DEPOSIT BOX AT FIFTH THIRD BANK, GURNEE, AND THAT ALL OTHER SIGNERS BE REMOVED, WITH THE STIPULATION THAT FOR THE

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Individuals requiring special accommodations as specified by the American with Disabilities Act are requested to notify the Library Director at 847-244-5150 ext.3101 at least 48 hours in advance of this meeting date.

BOX TO BE ACCESSED ANY TWO SIGNERS MUST BE PRESENT.

- f. Working budget for fiscal year 2011-2012, first draft. INFORMATION
- g. Policy work: New Policy 3053 Study Rooms, first reading. ACTION
- h. Trustee development: Training opportunities and training budget for fiscal year 2011-2012. INFORMATION and ACTION

XIV. Public forum

Visitors who wish to address the Board at this time are asked to introduce themselves. This item on the agenda will take no more than 15 minutes. The President of the Board will divide this 15-minute segment by the number of persons who have requested to speak to the Board to determine the amount of time allotted to each person. The President will then call on those people one at a time to stand and address the Board for no more than the allotted time.

XV. Executive session to consider the performance of a specific employee [5 ILCS 120/2.(c)(1)], if needed. ACTION

RESOLVED, THAT THE BOARD ENTER INTO EXECUTIVE SESSION TO CONSIDER THE PERFORMANCE OF THE LIBRARY DIRECTOR.

XVI. Action as a result of considering the performance of a specific employee, if any. ACTION

XVII. Announcements

a. By the chair

- i. Communications to the public
- ii. Upcoming calendar

- 1. Next regular board meeting: Tuesday, July 19, 2011, 7:00 p.m.
- 2. Next committee meetings
 - a. Finance
 - b. Personnel
 - c. Policy—Monday, July 11, 2011, 5:30 p.m.
 - d. Building and Grounds
 - e. Trustee Development
- 3. Other dates
 - a. Open house, Sunday, October 2, 2011; or Sunday, October 16, 2011.

b. By other trustees or the director

XVIII. Adjournment. ACTION

RESOLVED, THAT THE MEETING BE ADJOURNED.