

Warren Newport Public Library

Board of Trustees

Regular Meeting

August 23, 2011

7:00 PM

Lobby Meeting Room

AGENDA

- I. Call to order, roll call, and determination of quorum
- II. Pledge of Allegiance
- III. Reading of the Mission Statement
- IV. 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
 - i. Regular meeting of July 19, 2011
 - ii. Executive session of July 19, 2011, to remain closed
 - b. Financial statements for July 2011.
 - c. Library Director's report for August 2011.
 - d. Approval of developer donation agreements (if any).

RESOLVED, THAT THE CONSENT AGENDA BE APPROVED
AS PRESENTED.
- V. Item(s) removed from consent agenda, if any. ACTION
- VI. President's report. INFORMATION
- VII. Reports of other trustees. INFORMATION
- VIII. Correspondence, communications, and public comments. INFORMATION
 - a. Written:
 - i. Memoranda from attorney Roger Ritzman.
 - ii. Other.
 - b. 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.
- IX. Approval of bills payable and payrolls. ACTION
 - a. RESOLVED, THAT THE BILLS PAYABLE FOR AUGUST 2011 AND PAYROLLS FOR JULY 2011 BE APPROVED FOR PAYMENT.
 - b. RESOLVED, THAT THE BOARD APPROVE THE PAYMENT OF APPLICATION #9 INVOICE #51095 FOR A TOTAL OF \$467,031.58 (FOUR HUNDRED SIXTY-SEVEN THOUSAND AND THIRTY-ONE DOLLARS AND FIFTY-EIGHT CENTS) TO THE BERGLUND

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

- X. Reports of the standing committees. INFORMATION
- a. Policy—Meeting of August 1, 2011.
 - b. Building & Grounds— Meeting of August 18, 2011.
 - c. Finance—Meeting of August 18, 2011.
 - d. Personnel—Meeting of August 2, 2011.
 - e. Trustee Development—Meeting of August 1, 2011.
- XI. Progress report on the long-range plan. INFORMATION
- XII. Fundraising report. INFORMATION
- XIII. New business
- a. Resolution in honor of Nancy Jackson. ACTION
 - b. Declaration of vacancy in the office of trustee. ACTION

RESOLVED, THAT THE BOARD DECLARE A VACANCY IN
THE OFFICE OF TRUSTEE DUE TO NANCY JACKSON
BECOMING A NONRESIDENT OF THE DISTRICT.
 - c. Building project update. INFORMATION
 - d. Report on staff tasks and activities during fall closure. INFORMATION
 - e. Discussion on possible formation of ad hoc Art Acquisition Committee.
INFORMATION
 - f. Requirement for Per Capita Grant application for fiscal year 2012: Review
of Chapter 2, “Governance and Administration,” *Serving Our Public 2.0*.
INFORMATION
 - g. Filing of the Illinois Public Library Annual Report (IPLAR) for fiscal year
2010-2011. ACTION

RESOLVED, THAT THE ILLINOIS PUBLIC LIBRARY
ANNUAL REPORT (IPLAR) FOR FISCAL YEAR ENDED JUNE
30, 2011, BE ACCEPTED FOR FILING.
 - h. Appointment of ad hoc committee to audit secretary’s minutes for fiscal
year 2010-2011. PRESIDENTIAL ACTION
 - i. Destruction of tape recordings of executive sessions. ACTION

RESOLVED, THAT ALL AUDIO RECORDINGS OF
EXECUTIVE SESSIONS PRIOR TO AND INCLUDING
FEBRUARY 2010 BE DESTROYED, WITH THE EXCEPTIONS
OF THE RECORDINGS FROM THE FOLLOWING EXECUTIVE
SESSIONS: JUNE 17, 2008, SESSION A I AND II; JUNE 23, 2008,
AND AUGUST 18, 2009.

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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.

- j. Policy work:
 - i. Review of Policy 1025 Authority of Library Trustees, first reading. INFORMATION AND POSSIBLE ACTION
 - ii. Review of Policy 1050 Correspondence from the Board, first reading. INFORMATION AND POSSIBLE ACTION
 - iii. Modifications to the Order of Business (regular meeting agenda) in the Bylaws. INFORMATION AND POSSIBLE ACTION

XIV. Discussion on standards of trustee conduct. INFORMATION AND POSSIBLE ACTION

XV. 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.

XVI. Executive session to consider the lease of real property for the use of the Library District [5 ILCS 120/2.(c)(5)], if needed. ACTION

RESOLVED, THAT THE BOARD ENTER INTO EXECUTIVE SESSION TO CONSIDER THE LEASE OF REAL PROPERTY FOR THE USE OF THE LIBRARY DISTRICT.

XVII. Action as a result of considering the lease of real property, if any. ACTION

XVIII. Executive session to consider the selection of a person to fill a public office [5 ILCS 120/2.(c)(3)], if needed. ACTION

RESOLVED, THAT THE BOARD ENTER INTO EXECUTIVE SESSION TO CONSIDER THE SELECTION OF A PERSON TO FILL A VACANCY ON THE BOARD.

XIX. Action as a result of considering the selection of a person to fill a public office, if any. ACTION

XX. Announcements

- a. By the chair
 - i. Communications to the public
 - ii. Upcoming calendar
 - 1. Public hearing for the annual budget and appropriations: Tuesday, September 20, 2011, 6:45 p.m.
 - 2. Next regular board meeting: Tuesday, September 20, 2011, 7:00 p.m. or immediately following the public hearing
 - 3. Next committee meetings
 - a. Finance—TBD
 - b. Personnel—TBD

- c. Policy—TBD
- d. Building and Grounds—TBD
- e. Trustee Development—TBD
- 4. Other dates
 - a. “Know Your Chicago” symposium and tour, Wednesday, September 14, 2011.
 - b. Intergovernmental Picnic: Thursday, September 15, 6:00 p.m., Warren Township Center.
 - c. Illinois Library Association Annual Conference, October 18-20, 2011, Rosemont.
- b. By other trustees or the director

XXI. Adjournment. ACTION

RESOLVED, THAT THE MEETING BE ADJOURNED.