

# Warren Newport Public Library

## Board of Trustees

Public Hearing: Budget & Appropriations for Fiscal Year 2010-2011

**September 20, 2011 6:45 PM**  
**Community Room, Gurnee Police Facility**  
**100 N O'Plaine Road**  
**Gurnee, IL 60031-2630**

Regular Meeting  
**September 20, 2011 7:00 PM**  
**or immediately following the Budget & Appropriations hearing**  
**Community Room, Gurnee Police Facility**  
**100 N O'Plaine Road**  
**Gurnee, IL 60031-2630**

### AGENDA

- I. Call to order, roll call, and determination of quorum
- II. Electronic participation at meeting. ACTION  

RESOLVED, THAT TRUSTEE STEVE WEINBERG BE ALLOWED TO ATTEND THE MEETING BY AUDIO CONFERENCE.
- III. Pledge of Allegiance
- IV. Reading of the Mission Statement
- V. 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 August 23, 2011
    - ii. Executive session of August 23, 2011, to remain closed.
    - iii. Special meeting of September 6, 2011.
  - b. Financial statements for August 2011.
  - c. Library Director's report for September 2011.
  - d. Patron suggestions for August 2011.
  - e. Approval of developer donation agreements (if any).  

RESOLVED, THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.
- VI. Item(s) removed from consent agenda, if any. ACTION
- VII. President's report. INFORMATION
- VIII. Reports of other trustees. INFORMATION
- IX. Correspondence, communications, and public comments. INFORMATION

- a. Written:
    - i. Memoranda from attorney Roger Ritzman.
    - ii. Memorandum from attorney Steven Richart re KeyLime Cove settlement.
    - iii. 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.*
- X. Approval of bills payable and payrolls. ACTION
- a. RESOLVED, THAT THE BILLS PAYABLE FOR SEPTEMBER 2011 AND PAYROLLS FOR AUGUST 2011 BE APPROVED FOR PAYMENT.
  - b. RESOLVED, THAT THE BOARD APPROVE THE PAYMENT OF APPLICATION #10 INVOICE #51117 FOR A TOTAL OF \$361,858.47 (THREE HUNDRED SIXTY-ONE THOUSAND, EIGHT HUNDRED FIFTY-EIGHT DOLLARS AND FORTY-SEVEN CENTS) TO THE BERGLUND CONSTRUCTION COMPANY FOR CONSTRUCTION RELATED EXPENSES INCURRED THROUGH AUGUST 31, 2011.
- XI. Reports of the standing committees. INFORMATION
- a. Policy & Bylaws—Meeting of September 6, 2011.
  - b. Building & Grounds— Meeting of September 14, 2011.
  - c. Finance—Meeting of September 15, 2011.
  - d. Personnel—Meeting of September 7, 2011.
  - e. Trustee Development—Meeting of September 6, 2011.
- XII. Committee appointments by the President.
- a. Appointment of Chair of Policy & Bylaws Committee.
  - b. Appointment of members and Chair of ad hoc Art Acquisition Committee.
- XIII. Progress report on the long-range plan. INFORMATION
- XIV. Fundraising report: Update and report on outsourcing. INFORMATION
- XV. New business
- a. Building project update. INFORMATION
  - b. Architect's request for additional fees. ACTION
  - c. Plans for open house/reception after construction is complete.  
INFORMATION AND POSSIBLE ACTION
  - d. Ordinance 2011/2012-3: Annual Budget and Appropriations. ACTION

RESOLVED, THAT THE BOARD ADOPT ORDINANCE  
2011/2012-3, BUDGET AND APPROPRIATIONS FOR FISCAL  
YEAR 2011-2012.

- e. Resolution 2011/2012-1 proclaiming October 2010 Healthy Communities  
Healthy Youth “Let’s Talk” Month. ACTION

RESOLVED, THAT THE BOARD ADOPT RESOLUTION  
2011/2012-1 PROCLAIMING OCTOBER 2011 HEALTHY  
COMMUNITIES HEALTHY YOUTH “LET’S TALK” MONTH.

- f. Resolution 2011/2012-2 Proclamation for National Friends of the Library  
Week. ACTION

RESOLVED, THAT RESOLUTION 2011/2012-2  
PROCLAMATION FOR NATIONAL FRIENDS OF THE  
LIBRARY WEEK BE ADOPTED.

- g. Requirements for the Per Capita Grant application for fiscal year 2012:  
Analysis of library’s revenue. INFORMATION AND ACTION
- h. Submission of application for Illinois Public Library Per Capita Grant for  
fiscal year 2012. ACTION

RESOLVED, THAT THE APPLICATION FOR THE ILLINOIS  
PUBLIC LIBRARY PER CAPITA GRANT FOR FISCAL YEAR 2012  
BE SUBMITTED.

- i. Trustee development.
- i. Training on new trustee email accounts. INFORMATION
  - ii. Link to ALA Trustee Academy. INFORMATION
- j. Policy work
- i. Revisions to Policy 1025 Authority of Library Trustees, first  
reading. INFORMATION AND POSSIBLE ACTION
  - ii. Revisions to Policy 1050 Correspondence from the Board, first  
reading. INFORMATION AND POSSIBLE ACTION
  - iii. Revisions to Policy 2015 Imprest Account, first reading.  
INFORMATION AND POSSIBLE ACTION
  - iv. Revisions to Policy 2020 Expendable Trust Account, first reading.  
INFORMATION AND POSSIBLE ACTION
  - v. Revisions to Policy 2035 Disposal of Surplus Library  
Materials/Personal Property, first reading. INFORMATION AND  
POSSIBLE ACTION

XVI. Public forum

*Visitors who wish to address the Board at this time are asked to introduce themselves. This*  
224 North O’Plaine Road, Gurnee, Illinois 60031  
847-244-5150 FAX 847-244-3499  
[www.wnpl.info](http://www.wnpl.info)

*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.*

*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.*

- XVII. 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.

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

- XIX. 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.

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

- XXI. Announcements

a. By the chair

i. Communications to the public

ii. Upcoming calendar

1. Next regular board meeting: Tuesday, October 18, 2011, 7:00 p.m.

2. Next committee meetings

a. Finance—TBD

b. Personnel—TBD

c. Policy— TBD

d. Building and Grounds—TBD

e. Trustee Development—TBD

3. Other dates

a. Illinois Library Association Annual Conference, Trustee Day, Thursday, October 20, 2010, Rosemont.

b. By other trustees or the director

- XXII. Adjournment. ACTION

RESOLVED, THAT THE MEETING BE ADJOURNED.