

Warren Newport Public Library

Board of Trustees

Regular Meeting

October 18, 2011 7:00 PM

Study Room C

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 September 20, 2011.
 - ii. Executive session of September 20, 2011, to remain closed.
 - iii. Special meeting of October 4, 2011.
 - iv. Policy Committee executive session of September 6, 2011, to be open to the public.
 - b. Financial statements for September 2011.
 - c. Library Director's report for October 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. Talk of the County
 - 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.
- IX. Approval of bills payable and payrolls. ACTION
 - a. RESOLVED, THAT THE BILLS PAYABLE FOR OCTOBER 2011 AND PAYROLLS FOR SEPTEMBER 2011 BE APPROVED FOR PAYMENT.

- b. RESOLVED, THAT THE BOARD APPROVE THE PAYMENT OF APPLICATION #11 INVOICE #51137 FOR A TOTAL OF \$600,490.32 (SIX HUNDRED THOUSAND, FOUR HUNDRED AND NINETY DOLLARS AND THIRTY-TWO CENTS) TO THE BERGLUND CONSTRUCTION COMPANY FOR CONSTRUCTION RELATED EXPENSES INCURRED THROUGH SPETEMBER 30, 2011.
- X. Reports of the standing and ad hoc committees. INFORMATION
 - a. Policy—Meeting of October 4, 2011.
 - b. Building & Grounds— Meeting of October 12, 2011.
 - c. Finance—Meeting of October 13, 2011.
 - d. Personnel—No meeting.
 - e. Trustee Development—Meeting of October 17, 2011.
 - f. Art Acquisition—No meeting.
 - XI. Progress report on the long-range plan. INFORMATION
 - XII. Fundraising report: Update and report on outsourcing. INFORMATION
 - XIII. New business
 - a. Building project:
 - i. Update. INFORMATION
 - ii. Order for backup generator. ACTION

RESOLVED, THAT THE BOARD APPROVE
THE INSTALLATION OF A BACKUP
ELECTRICAL GENERATOR FOR AN
AMOUNT NOT TO EXCEED \$114,524.40
(PCO 99115).
 - iii. Back-in parking on south side of building. ACTION
 - iv. Architect's request for additional fees. DISCUSSION AND POSSIBLE ACTION
 - v. Plans for open house reception January 2011. INFORMATION
 - b. Presentation of draft of audited financial statement for fiscal year ended June 30, 2011. INFORMATION
 - c. Resolution to Determine Estimate of Funds Needed. ACTION

RESOLVED, THAT RESOLUTION 2011/2012-3 TO
DETERMINE THE ESTIMATE OF FUNDS NEEDED FOR
FISCAL YEAR 2011-2012 BE ADOPTED.
 - d. Invitation to trustee candidate Kathleen Kettman. ACTION

RESOLVED, THAT THE BOARD INVITE KATHLEEN KETTMAN TO BE INTERVIEWED FOR THE VACANT SEAT ON THE BOARD.

- e. Discussion on appointment of resident teen on library board.
INFORMATION AND POSSIBLE ACTION
- f. Policy work
 - i. 2015 Imprest Check Policy, second reading.
 - ii. 2020 Expendable Trust Fund, second reading.
 - iii. 2035 Disposal of Surplus Library Materials/Personal Property, second reading.
 - iv. 3050 Meeting Rooms Policy revision, first reading.

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. Special board meeting to interview trustee candidates for appointment: Tuesday, November 1, 2011, 7:30 p.m.
 - 2. "Truth in Taxation" public hearing: Tuesday, November 15, 2011, 6:45 p.m.
 - 3. Next regular board meeting: Tuesday, November 15, 2011, 7:00 p.m.
 - 4. Next committee meetings
 - a. Finance—TBD
 - b. Personnel—TBD
 - c. Policy— TBD
 - d. Building and Grounds—TBD
 - e. Trustee Development—TBD

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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.

5. Other dates

- a. Illinois Library Association Annual Conference,
Trustee Day, Thursday, October 20, 2010,
Rosemont.
 - b. "Know Your Chicago" tour of Mansueto Library,
University of Chicago, Wednesday, November 9,
2011.
- b. By other trustees or the director

XVIII. Adjournment. ACTION

RESOLVED, THAT THE MEETING BE ADJOURNED.