

Warren Newport Public Library

Board of Trustees

“Truth in Taxation” Public Hearing

November 15, 2011 6:45 PM

McCullough Board Room

Regular Meeting

November 15, 2011

7:00 PM or immediately after the public hearing

McCullough Board 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 October 18, 2011.
 - ii. Executive session of October 18, 2011, to remain closed.
 - iii. Special meeting of November 1, 2011.
 - iv. Executive session of November 1, 2011, to be open to the public.
 - b. Financial statements for October 2011.
 - c. Library Director’s report for November 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. Swearing in of trustee Andrea Farr Capizzi.
- 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. 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 NOVEMBER 2011 AND PAYROLLS FOR OCTOBER 2011 BE APPROVED FOR PAYMENT.
 - b. RESOLVED, THAT THE BOARD APPROVE THE PAYMENT OF APPLICATION #12 INVOICE #51161 FOR A TOTAL OF \$437,111.27 (FOUR HUNDRED THIRTY-SEVEN THOUSAND, ONE HUNDRED ELEVEN DOLLARS AND TWENTY-SEVEN CENTS) TO THE BERGLUND CONSTRUCTION COMPANY FOR CONSTRUCTION RELATED EXPENSES INCURRED THROUGH OCTOBER 31, 2011.
- XI. Reports of the standing committees. INFORMATION
- a. Policy—Meeting of November 7, 2011.
 - b. Building & Grounds— Meeting of November 10, 2011.
 - c. Finance—Meeting of November 10, 2011.
 - d. Personnel—Meeting of November 7, 2011.
 - e. Trustee Development— No meeting.
 - f. Art Acquisition—No meeting.
- XII. Appointment of new trustee to committee(s) and appointment of ad hoc committee for annual staff recognition luncheon.
- XIII. Progress report on the long-range plan: Setting a date for planning session. INFORMATION
- XIV. Fundraising report: Update and report on outsourcing. INFORMATION
- XV. New business
- a. Building project:
 - i. Update. INFORMATION
 - ii. Architect's request for additional fees. ACTION
 - iii. Electronic door openers for public restrooms. ACTION
 - iv. Plans for open house reception January 2011. INFORMATION
 - b. Acceptance of financial statement June 30, 2011, as audited by McClure, Inserra & Co., Chtd. ACTION

RESOLVED, THAT THE FINANCIAL STATEMENT FOR FISCAL YEAR ENDED JUNE 30, 2011, AS AUDITED BY MCCLURE, INSERRA AND COMPANY, CHARTERED, BE ACCEPTED FOR FILING.
 - c. Annual treasurer's report of receipts and disbursements for fiscal year 2010-2011. INFORMATION

- d. Ordinance 2011/2012-4 Annual Levy for Fiscal Year 2011-2012.
ACTION

RESOLVED, THAT ORDINANCE 2011/2012-4 ANNUAL LEVY
FOR FISCAL YEAR 2011-2012 BE ADOPTED

- e. Authorization of year-end bonuses for staff appreciation. ACTION

RESOLVED, THAT THE BOARD AUTHORIZE BONUSES FOR
STAFF APPRECIATION IN THE AMOUNT OF \$[TBD] PER
STAFF MEMBER.

- f. Acceptance of donation for naming rights. ACTION

- g. Director's annual performance evaluation: Discussion of process and
schedule. INFORMATION

- h. Discussion on possible appointment of ethics commission and ethics
advisor. INFORMATION

- i. Policy work

i. 1013 Standards of Trustee Conduct, new policy, first reading.

ii. 1001 Bylaws amendments:

1. Section 2.06 Compensation
2. Article 4 Officers and Duties

iii. 2030 Fixed Asset Inventory and Depreciation Policy revision, first
reading.

XVI. 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.

XVII. Announcements

- a. By the chair

i. Communications to the public

ii. Upcoming calendar

1. Next regular board meeting: Monday, December 19, 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

224 North O'Plaine Road, Gurnee, Illinois 60031
847-244-5150 FAX 847-244-3499

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.

- a. Grand Reopening Celebration/Open House—
Sunday, January 22, 2012, 2:00-4:00 p.m.
- b. By other trustees or the director

XVIII. Adjournment. ACTION

RESOLVED, THAT THE MEETING BE ADJOURNED.

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