

Warren Newport Public Library

Board of Trustees

Regular Meeting

December 19, 2011 7:00 PM

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 November 15, 2011.
 - ii. Executive session of November 15, 2011, to remain closed.
 - iii. Special meeting of November 29, 2011.
 - iv. Executive session of November 29, 2011, to remain closed.
 - v. Personnel Committee executive session of December 12, 2011, to remain closed.
 - b. Financial statements for November 2011.
 - c. Library Director's report for December 2011.
 - d. Patron suggestions for November 2011.
 - e. 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
 - a. Presentation on Mansueto Library, Pritzker Library, and Chicago Library Teen Program.
 - b. Other
- 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 DECEMBER 2011 AND PAYROLLS FOR NOVEMBER 2011 BE APPROVED FOR PAYMENT.
 - b. RESOLVED, THAT THE BOARD APPROVE THE PAYMENT OF APPLICATION #13 INVOICE #51185 FOR A TOTAL OF \$627,829.63 (SIX HUNDRED TWENTY-SEVEN THOUSAND, EIGHT HUNDRED TWENTY-NINE DOLLARS AND SIXTY-THREE CENTS) TO THE BERGLUND CONSTRUCTION COMPANY FOR CONSTRUCTION RELATED EXPENSES INCURRED THROUGH NOVEMBER 30, 2011.
- X. Reports of the committees. INFORMATION
- a. Policy—Meeting of December 13, 2011.
 - b. Building & Grounds— Meeting of December 15, 2011.
 - c. Finance—Meeting of December 15, 2011.
 - d. Personnel—Meeting of December 12, 2011.
 - e. Trustee Development—Meeting of December 13, 2011.
 - f. Art Acquisition—Meeting of December 12, 2011.
 - g. Staff Recognition Luncheon
- XI. Progress report on the long-range plan: Setting a date for planning session. INFORMATION
- XII. Fundraising report. INFORMATION
- XIII. New business
- a. Building project:
 - i. Update. INFORMATION
 - ii. Automatic door openers for public restrooms. ACTION
 - iii. Dedication plaque. INFORMATION/POSSIBLE ACTION
 - iv. History of the McCullough Room. INFORMATION
 - b. Acceptance of Ballock donation for audiovisual equipment and materials in The Vault. ACTION
 - c. Resident teenager serving on the library board. INFORMATION AND POSSIBLE ACTION
 - d. Destruction of verbatim audio recordings of closed sessions. ACTION

RESOLVED, THAT THE BOARD DESTROY THE AUDIO RECORDINGS OF THE FOLLOWING CLOSED SESSIONS: 6/17/2008 SESSION I, 6/17/2008 SESSION II, 6/23/2008, 1/20/2009, 8/18/2009, 1/19/2009.

224 North O'Plaine Road, Gurnee, Illinois 60031
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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.

- e. Policy work:
 - i. 1001 Bylaws amendments:
 - 1. Section 2.06 Compensation
 - 2. Article 4 Officers and Duties
 - ii. 1010 Trustee Code of Ethics, revision, first reading.
 - iii. 1013 Standards of Trustee Conduct, new policy, first reading.
 - iv. 1045 Minutes of Executive Sessions, revision, first reading.
 - v. 2030 Fixed Asset Inventory and Depreciation Policy revision, first reading.
 - vi. 2040 Wage Scale, update.
- f. Personnel work:
 - i. Employee performance bonuses. ACTION
 - ii. The Personnel Committee recommends the Board accepts the updated “Warren-Newport Public Library Annual Director Evaluation” dated “December 1, 2010 – November 30, 2011.”
 - iii. The Personnel Committee recommends that a file be kept in the locked Board cabinet with the Director’s evaluation, contract, and other pertinent documents.

- XIV. 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.

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

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: Tuesday, January 17, 2012, 7:00 p.m.
 - 2. Next committee meetings
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- a. Finance—TBD
 - b. Personnel—TBD
 - c. Policy— TBD
 - d. Building and Grounds—TBD
 - e. Trustee Development—TBD
3. Other dates
- a. Grand Reopening Celebration/Open House—
Sunday, January 22, 2012, 2:00-4:00 p.m.
 - b. Staff Appreciation Luncheon—TBD
 - c. ILA Trustee Forum Workshop—Saturday, February
4, 2012, Oak Brook.
- b. By other trustees or the director

XVIII. Adjournment. ACTION

RESOLVED, THAT THE MEETING BE ADJOURNED.