

Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees

Susan K. Niemi, President	Ronald J. Friedman
Thomas J. Colwell, Vice-President	Nancy Jackson
Steven J. Weinberg, Treasurer	Laurie Styrcula
Nancy E. Sheldon, Secretary	

Regular Meeting
March 15, 2011

Call to Order

President Niemi called the meeting to order at 7:05 p.m.

Trustees present: Colwell, Friedman, Jackson, Niemi, Sheldon, and Styrcula

Trustees absent: Weinberg

Also present: Director Stephen Bero; Recording Secretary Laura Stone; WNPL staff members Kevin Getty, Jan Marsh, Paula Pena, and Noreen Reese; Don McKay and Julianne Scherer of NHA; Steve Bruszer and Anthony Rosignolo of Berglund Construction; and trustee candidates Bob Diehl and Jo Beckwith.

Pledge of Allegiance

President Niemi led those present in the Pledge of Allegiance.

Approval of Consent Agenda for:

- a) Secretary's Report: Approval of minutes as received or corrected:
 - i. Regular meeting of February 15, 2011
 - ii. Executive Session of February 15, 2011, to remain closed to the public
- b) Acceptance of Financial Statements for February 2011
- c) Acceptance of the Director's Report for March 2011
- d) Acceptance of the Patron Suggestions for February 2011
- e) Approval of developer donation agreements (if any)

As there were no developer donation agreements, Trustee Colwell moved and Trustee Sheldon seconded a motion to approve Items (a)i, (b), (c), and (d) of the Consent Agenda. The motion carried on a voice vote.

Items removed from the Consent Agenda:

Trustee Sheldon removed item (a)ii. for separate action. Trustee Friedman moved and Trustee Jackson seconded the motion that item (a)ii. remain closed as amended. The motion carried on a voice vote.

President's Report

President Niemi thanked everyone for their condolences regarding the death of her father.

President Niemi reminded everyone about the rules of the Open Meeting Act with regard to trustee emails. Trustee Styracula reviewed rules for communication between committee members.

Reports of Other Trustees

Trustee Friedman reported that he and Director Bero attended the ILA Legislative Breakfast on Monday, February 21, 2011. Director Bero introduced Trustee Friedman to state representatives who are doing what they can with Illinois' limited finances.

Trustees Friedman and Styracula attended the ILA Trustee Forum Workshop held on Saturday, February 26, 2011. Trustee Styracula's report was included on page 62 of the board packet. Trustee Friedman discussed House Bill 1869, which refers inquiries to the state website for complete details, saving copying costs, as well as the amendment of response time from five to ten days.

Trustee Sheldon asked about the two-tiered IMRF plan. Director Bero detailed the SLEP Program, which does not apply to the WNPLD pension program. The two-tiered plan is not retroactive; it starts with new hires.

Correspondence, Communications, and Public Comments

a. Written:

- i. Memoranda from attorney Roger Ritzman – None.
- ii. Current photos of library construction were passed among the Board.

b. Other:

President Niemi and Director Bero reminded the trustees to complete their Statement of Economic Interests.

b. Recognition of visitors and public comments

President Niemi recognized trustee candidate Bob Diehl who asked for an explanation of IMRF. Director Bero responded with the definition of the Illinois Municipal Retirement Fund.

Treasurer's Report

Trustee Colwell moved and Trustee Friedman seconded a motion that the bills payable for March 2011 and payrolls for February 2011 be approved for payment. The motion carried on a roll-call vote as follows:

Ayes: Colwell, Friedman, Jackson, Niemi, Sheldon, and Styrcula

Absent: Weinberg

Trustee Styrcula moved and Trustee Colwell seconded a motion that the Board approve the application for payment #4 by Berglund Construction Company, Invoice #51022 in the amount of \$326,384.55 (three hundred twenty-six thousand three hundred eighty-four and 55/100 dollars) for construction through February 28, 2011. Discussion regarding change orders followed.

The motion carried on a roll-call vote as follows:

Ayes: Colwell, Friedman, Jackson, Niemi, Sheldon, and Styrcula

Absent: Weinberg

Reports of Standing Committees

Policy Meeting of February 28, 2011

Trustee Sheldon provided an oral update of the committee report, noting that the amendment to the by-laws regarding vacation benefits would be addressed later in tonight's meeting. With regard to the Group Study Room Policy, trustees were asked to bring comments to the next committee meeting.

Building & Grounds Meeting of March 8, 2011

Trustee Styrcula provided an oral update of the committee meeting report.

Finance Meeting of March 8, 2011.

In Trustee Weinberg's absence, Trustee Friedman gave an oral update of the committee meeting report.

Personnel Meeting of February 28, 2011

President Niemi provided an oral update of the committee meeting report, reminding trustees that revised Policy 303 will be voted on later in this meeting.

Trustee Development Meeting of March 7, 2011

Trustee Friedman gave an oral update of the committee meeting report. The Trustee Training Workshop to be held at Dominican University in Grayslake in June was discussed.

Progress Report on the long-range plan – Fundraising update

Director Bero met with Claress Pettengill, Director of Institutional Advancement at Carmel High School in Mundelein, and Bill DeVore, Foundation Director of the College of Lake County. Both recommended identifying a specific cause for donors to rally around. Director Bero discussed moving donors up to higher giving levels, fundraising campaign ideas, and future trends in Friends of WNPL donations. Possible new donors, donor solicitation and donor recognition were discussed. Trustee Colwell commented he finds Director Bero's efforts very refreshing.

New Business

a. *Building Project Update*

Steve Bruszer of Berglund Construction provided an update of the building project, noting milestones and some changes in phasing. Discussion ensued regarding future possible closing to complete large amounts of work in the most efficient manner.

b. *Approval of Owner Change Order #2 in the amount of \$49,375.12*

Trustee Colwell moved and Trustee Jackson seconded a motion to approve Owner Change Order #2 in the amount of \$49,375.12 (forty-nine thousand three hundred seventy-five and 12/100 dollars). The motion carried on a roll-call vote as follows:

Ayes: Colwell, Friedman, Jackson, Niemi, Sheldon, and Styrcula

Absent: Weinberg

c. *Celebrating Milestones in the building project*

i. *Topping-Off Ceremony*

At 8:04 p.m., the trustees and Director Bero left the meeting room to sign the beam to be installed at the top of the new building.

ii. *Rededication of the Storytime Room*

Following discussion among the Board, Trustee Sheldon moved and Trustee Styrcula seconded a motion to table setting a date for this event until the April meeting. The motion carried on a voice vote.

d. *New Policy 4040 Identity Protection, first reading*

Trustee Colwell moved and Trustee Sheldon seconded a motion that accepted the policy as amended. The words “library district” have been changed to “WNPLD.” Trustee Colwell commented this is a good policy. The motion carried on a roll-call vote as follows:

Ayes: Colwell, Friedman, Jackson, Niemi, Sheldon, and Styrcula

Absent: Weinberg

e. *Approval of board self-evaluation instrument*

President Niemi solicited comments from Trustees Friedman and Styrcula. Following discussion, Trustee Friedman moved and Trustee Styrcula seconded a motion that the Board accept the “Board as a Whole Evaluation Tool” as amended as an annual means to assist the Board to meet its obligations to its constituents. The motion carried on a roll-call vote as follows:

Ayes: Colwell, Friedman, Jackson, Niemi, Sheldon, and Styrcula

Absent: Weinberg

f. *Discussion on Board email guidelines for drafting of new policy*

This item was referred back to the Policy Committee and will appear on the April agenda.

Unfinished Business – Policy Work

a. *Revision to Policy 303 Vacation Benefits*

Following discussion, Trustee Colwell moved and Trustee Friedman seconded (Trustee Sheldon rescinded) a motion that Policy 303 Vacation Benefits be approved as amended.

The motion carried on a roll-call vote as follows:

Ayes: Colwell, Friedman, Jackson, Niemi, and Styrcula

Nays: Sheldon

Absent: Weinberg

b. *Amendment to Policy 1001 Bylaws: Revisions to Article 6, including incorporation of the Trustee Development Committee as a standing committee*

Trustee Sheldon moved and Trustee Friedman seconded a motion that changes to Policy 1001 Bylaws be accepted as recommended by the Policy Committee.

The motion carried on a roll-call vote as follows:

Ayes: Colwell, Friedman, Jackson, Niemi, Sheldon, and Styrcula

Absent: Weinberg

Public Forum

Bob Diehl asked a question about overtime.

Executive Session

Trustee Friedman moved and Trustee Sheldon seconded a motion that the Board enter into executive session to consider the performance of a specific employee and invite Director Bero to join the meeting later. The motion carried on a roll-call vote as follows:

Ayes: Colwell, Friedman, Jackson, Niemi, Sheldon, and Styrcula

Absent: Weinberg

The board adjourned to executive session at 9:04 p.m.

Trustee Friedman exited the executive session at 9:37 p.m.

Reconvene in Open Session

The board reconvened in open session at 9:46 p.m.

Announcements

a. By the chair:

i. Upcoming calendar

1. Next regular Board meeting: Monday, April 18, 2011, 7:00 p.m.

2. Next Committee meetings:

a. Finance – Thursday, April 14, 2011, 8:00 p.m.

b. Policy – Monday, April 4, 2011, 6:00 p.m.

c. Building and Grounds – Thursday, April 14, 2011, 7 p.m.

d. Trustee Development – Monday, April 11, 2011, 7 p.m.

3. Other dates:

a. Grand opening of the new Fountaindale Public Library,
Bolingbrook, Friday, March 25, 2011

b. Consolidated election, Tuesday, April 5, 2011

c. LACONI Annual Trustee Banquet, Friday, April 15, 2011,
Cantigny Golf, Wheaton

Adjournment

Trustee Sheldon moved and Trustee Colwell seconded the motion to adjourn the regular meeting. The motion carried on a voice vote.

President Niemi adjourned the meeting at 9:54 p.m.

Respectfully submitted,

Nancy E. Sheldon
Secretary

Laura Stone
Recording Secretary