

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

Laurie Styracula, President	Ronald J. Friedman
Mary Ann Bretzlauf, Vice-President	Nancy Jackson
Steven J. Weinberg, Treasurer	Robert H. Diehl Sr.
Jo Beckwith, Secretary	

**Regular Meeting
June 21, 2011**

Call to Order

President Styracula called the meeting to order at 7:12 p.m.

Trustees present: Beckwith, Bretzlauf, Diehl, Friedman, Styracula, and Weinberg.

Trustees absent: Jackson.

Also present: Director Stephen Bero, Recording Secretary Mary Thacker, WNPL staff members Jennifer Drinka, Jan Marsh, Paula Pena, Noreen Reese, and Doug Wideburg; Anthony Rosignolo of Berglund Construction; and district resident Tom Tyler.

President Styracula welcomed all present and announced there would be two opportunities during the meeting for public comment.

Vice President Bretzlauf read the mission statement of the Warren-Newport Public Library.

Pledge of Allegiance

President Styracula 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 May 17, 2011.
- b) Acceptance of Financial Statements for May 2011.
- c) Acceptance of the Director's Report for June 2011.
- d) Acceptance of the Patron Suggestions for May 2011.
- e) Approval of developer donation agreements (if any).

As there were no developer donation agreements, Trustee Weinberg moved and Trustee Beckwith seconded a motion to approve Items (a) through (d) of the Consent Agenda. The motion carried on a roll-call vote as follows:
Ayes: Beckwith, Bretzlauf, Diehl, Friedman, Styrcula, Weinberg.
Absent: Jackson.

President's Report

President Styrcula's activities included:

- 6/7 – Attendance at the groundbreaking ceremony for the Gurnee School District 56 elementary school in Wadsworth.
- 6/7 – Visited the bookmobile when it came to Woodland Meadows, noting that for many patrons the bookmobile **is** their library.
- 6/9 – Completion of signature cards at Fifth Third Bank (Gurnee).
- 6/9, 14 & 16 – All committee meetings.
- 6/17 – Trustee Appreciation Dinner, with thanks to Director Bero.

Reports of Other Trustees

a. Gurnee School District 56 Groundbreaking for New Elementary School in Wadsworth, June 7, 2011

- Trustee Diehl noted that he spoke with Superintendent Hutton and advised him that the school district can apply to the railroad for noise abatement so that train whistles are not blown during school hours.
- Trustee Bretzlauf was impressed with the collaborative work with FEMA in order to accomplish the goal of replacing the oft-flooded Gurnee Grade School with this new elementary school.

b. Other

- Trustee Friedman reported on his attendance at “The Journey of Jewish Identity in the 20th and 21st Centuries” program at the Highland Park Public Library on June 16th.
- Trustee Diehl raised the question of power factor correction, and this will be addressed in the building update later in the meeting.

Correspondence, Communications, and public comments.

a. Written:

- i. Memoranda from attorney Roger Ritzman** – None.
- ii. Other**
 - President Styrcula passed the monthly photo montage of activities at WNPL.

- Director Bero distributed informational flyers describing the merger of the library systems into RAILS (Reaching Across Illinois Library System, encompassing over 27,000 square miles and represent more than 3,700 area libraries.

b. Introduction of Jennifer Drinka, new Head of Children's and Programming Services

Director Bero formally introduced Jennifer Drinka, the new Head of Children's and Programming Services, to the Board, who warmly welcomed her.

c. Recognition of visitors and public comments – None.

Treasurer's Report

Trustee Weinberg moved and Trustee Bretzlauf seconded a motion that the bills payable for June 2011 and payrolls for May 2011 be approved for payment.

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

Ayes: Beckwith, Bretzlauf, Diehl, Friedman, Styracula, and Weinberg.

Absent: Jackson.

Trustee Friedman moved and Trustee Weinberg seconded a motion that the application for payment #7 by Berglund Construction Company, Invoice #51063 in the amount of \$860,363.15 (eight hundred sixty thousand three hundred sixty-three and 15/100 dollars) for construction-related expenses incurred through May 31, 2011, be approved. President Styracula explained the steps taken during the process of approving the monthly invoice from Berglund. Trustee Weinberg confirmed with Anthony Rosignolo of Berglund that the 52% of monies paid correlated with the project completion percentage. The motion carried on a roll-call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Friedman, Styracula, and Weinberg.

Absent: Jackson.

Reports of Standing Committees

Policy Meeting of June 14, 2011

In Trustee Jackson's absence, President Styracula provided an oral review of the committee report.

Building & Grounds Meeting of June 16, 2011

Copies of minutes were distributed, and an oral update was provided by President Styracula.

Finance Meeting of June 16, 2011.

Copies of minutes were distributed, and an oral update was provided by Trustee Weinberg.

Personnel Meeting of June 9, 2011

President Styracula provided an oral update.

Trustee Development Meeting of June 14, 2011

Trustee Friedman provided an oral update. President Styracula commented that it was good to such interest by the trustees in this committee's work.

Appointments by the President

President Styracula appointed Trustee Diehl to the Personnel Committee.

President Styracula appointed Trustees Beckwith and Friedman to be WNPLD co-liaisons to the new RAILS Board.

Progress Report on the long-range plan

Director Bero stated that once the building project is completed, the Board will be working on a new long range plan. Trustee Friedman suggested and President Styracula affirmed that copies of the previous long range plan be provided to the trustees.

Fundraising update

Director Bero reported that Brad Smart's assistant informed him that Mr. Smart wants to focus on supporting medical institutions rather than the library. Future direction will be toward the Temple Smith family.

New Business

a. Building Project Update

Anthony Rosignolo of Berglund Construction provided the Board with the project update, and addressed Trustee Diehl's previous query regarding power factor correction. Further information on this subject will be provided by Berglund at the next Building and Grounds committee meeting.

b. Ordinance 2010/2011-6: WNPLD Board of Trustees Monthly Meeting Schedule for fiscal year 2011-2012

Trustee Beckwith moved and Trustee Bretzlauf seconded a motion that Ordinance 2010/2011-6, WNPLD Board of Trustees monthly meeting schedule for fiscal year 2011-2012 be adopted. Trustee Weinberg acknowledged the December meeting being moved from Tuesday, 12/20, to Monday, 12/19, to accommodate the first night of Hanukkah on the 20th. The motion carried on a roll-call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Friedman, Styracula, and Weinberg.

Absent: Jackson.

c. Ordinance 2010/2011-7: Prevailing Wage Rate for fiscal year 2011-2012

Trustee Diehl moved and Trustee Weinberg seconded a motion that Ordinance 2010/2011-7, Prevailing Wage Rate for fiscal year 2011-2012 be adopted. It was confirmed to Trustee Diehl that all building projects for the library must be union. The motion carried on a roll-call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Friedman, Styracula, and Weinberg.

Absent: Jackson.

d. Ordinance 2010/2011-8: Transfer to the Special Reserve Fund

Trustee Friedman moved and Trustee Diehl seconded a motion that Ordinance 2010/2011-8, transferring \$200,000 from the General Operating Fund to the Special Reserve Fund be adopted. Upon discussion, it was confirmed that these funds can only be used for building-related costs, i.e., Trespa panels to cover the existing exterior brick, but not for debt payments. The motion carried on a roll-call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Friedman, Styracula, and Weinberg.

Absent: Jackson.

e. Signers of safety deposit box at Fifth Third Bank

Trustee Friedman moved and Trustee Bretzlauf seconded a motion that President Laurie Styracula, Vice President Mary Ann Bretzlauf, Secretary Jo Beckwith, Treasurer Steven Weinberg, and Library Director Stephen Bero be signers on the safety deposit box at Fifth Third Bank, Gurnee, and that all other signers be removed, with the stipulation that for the box to be accessed any two signers must be present be adopted. The motion carried on a roll-call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Friedman, Styracula, and Weinberg.

Absent: Jackson.

The trustees will be conducting an inventory of the safe deposit box for presentation to the Board at the July 2011 regular meeting, along with a suggested list of future contents.

f. Working Budget for fiscal year 2011-2012, first draft.

Director Bero (and staff accountant Doug Wideburg) presented the first draft of the working budget for fiscal year 2011-2012, and will present the final version for approval at the Board meeting in July.

g. Policy Work: New Policy 3053, Study Rooms, first reading.

Following a discussion regarding potential vandalism and compensation for such, Trustee Friedman moved and Trustee Diehl seconded a motion that the first draft of Policy 3053 Study Rooms be referred back to the Policy Committee.

The motion carried on a voice vote.

h. Trustee Development: Training opportunities and training budget for fiscal year 2011-2012

Trustee Friedman led a discussion trustee training opportunities. Director Bero directed the trustees' attention to the hand-out provided in their "Welcome" packet detailing ILA events and <http://il.webjunction.org/trustee-training> website.

Trustees Bretzlauf, Diehl, and Friedman will be registered for the upcoming Trustee Training at The University Center, Grayslake, on Saturday, July 16, 2011, sponsored by Dominican University.

For budgeting purposes, the previous year's actual costs for trustee training will be provided to the Board prior to the next Trustee Development Committee meeting.

Trustee Diehl exited the meeting at 8:52 P.M.

Public Forum – None.

Executive Session

Trustee Weinberg moved and Trustee Beckwith seconded a motion that the Board enter into executive session to consider the performance of the Library Director [5 ILCS 120/2.(c)(1)], and invite Director Bero to join them for part of the executive session.

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

Ayes: Beckwith, Bretzlauf, Friedman, Styrcula, and Weinberg.

Absent: Diehl, and Jackson.

Trustee Diehl returned to the meeting at 8:54 p.m.

The board adjourned to executive session at 8:54 p.m.

Reconvene in Open Session

The board reconvened in open session at 9:33 p.m.

Announcements

a. By the chair:

i. Communications to the public – None.

ii. Upcoming calendar

1. Next regular Board meeting: Tuesday, July 19, 2011, 7:00 p.m.

2. Next Committee meetings:

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

b. Personnel – Tuesday, July 5, 2011, 7:00 p.m.

c. Policy – Monday, July 11, 2011, 5:30 p.m.

d. Building and Grounds – Thursday, July 14, 2011, 7:00 p.m.

e. Trustee Development – Monday, July 11, 2011, 7:00 p.m.

3. Other dates:

a. Open house/Grand re-opening.

Director Bero commented that this decision will be dependent on the building plan schedule. The possibility of one Open House for the new C&P and meeting room, along with a “Grand Re-Opening” in January 2012, was discussed.

b. Trustee Training, Saturday, July 16, 2011, University Center, Grayslake, 9:00 a.m. to 4:00 p.m.

As previously noted, three trustees will be registered for this event.

b. By other trustees or the director

It was suggested that a regular staff presentation (not to exceed 10 minutes) be included on the agenda for each regular monthly Board meeting.

Adjournment

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

President Styrcula adjourned the meeting at 9:44 p.m.

Respectfully submitted,

Jo Beckwith
Secretary

Mary Thacker
Recording Secretary