

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

Laurie Styracula, President  
Mary Ann Bretzlauf, Vice-President  
Steven J. Weinberg, Treasurer  
Jo Beckwith, Secretary

Ronald J. Friedman  
Nancy Jackson  
Robert H. Diehl, Sr.

**Regular Meeting  
July 19, 2011**

**Call to Order**

President Styracula called the meeting to order at 7:00 p.m.

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

Trustees absent: None

Also present: Director Stephen Bero; Recording Secretary Mary Thacker; WNPL staff members Carol Brandon, Jan Marsh, Paula Pena, Noreen Reese, and Doug Wideburg; Donald McKay of Nagle Hartray Architects; Steve Bruszer and Anthony Rosignolo of Berglund Construction; and district residents Patricia Greedan and Tom Styles.

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

**Pledge of Allegiance**

President Styracula led those present in the Pledge of Allegiance.

**Reading of the Mission Statement**

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

**Approval of Consent Agenda for:**

- a) Secretary's Report: Approval of minutes as received or corrected:
  - i. Regular meeting of June 21, 2011
  - ii. Executive Session of June 21, 2011, to remain closed to the public
- b) Acceptance of Financial Statements for June 2011
- c) Acceptance of the Director's Report for July 2011

- d) Acceptance of the Patron Suggestions for June 2011
- e) Approval of developer donation agreements (if any)

As there were no developer donation agreements, Trustee Weinberg moved and Trustee Friedman 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, Friedman, Jackson, Styracula, Weinberg  
Nays: Diehl

### **President's Report**

President Styracula thanked the trustees for their efforts in attending the committee meetings while dealing with the difficulties presented by the major storm damage and power outages. President Styracula also expressed appreciation to the staff for their efforts, and Director Bero for his leadership during this time.

President Styracula's activities included:

- Personnel Committee meeting on 7/5/11
- Building and Grounds Committee meeting on 7/14/11
- Policy, Trustee Development, and Finance Committee meetings on 7/18/11
- Meeting with Trustee Beckwith regarding executive session minutes on 7/13/11
- Meeting with Director Bero to inventory safe deposit box at Fifth Third Bank on 7/18/11. Discussion/action regarding the contents of the safe deposit box will be scheduled on next month's regular meeting agenda.

### **Reports of Other Trustees**

- a. Trustee Friedman attended the Trustee Development Committee and Finance Committee meetings on 7/18/11. Trustee Friedman attended the Trustee Training sponsored by Dominican University on 7/9/11 and provided copies of his notes to the Board.
- b. Trustee Beckwith virtually attended (via web) the first Board meeting of RAILS on 7/1/11. However she was unable to attend the entire meeting and saw only the election of some of the officers.

### **Correspondence, Communications, and Public Comments**

#### **a. Written:**

- i. **Memoranda from attorney Roger Ritzman** – None

**ii. Other**

Director Bero called the Board's attention to the handout announcing the annual intergovernmental picnic hosted by Warren Township. It will be held on Thursday, September 15, 2011, at 6:00 p.m.

**b. Recognition of Visitors and Public Comments – None**

**Treasurer's Report**

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

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Friedman, Jackson, Styracula, Weinberg

Nays: Diehl

Trustee Friedman moved and Trustee Jackson seconded a motion that the Board approve the payment of Application #8, Invoice #51076 for a total of \$707,564.67 (seven hundred seven thousand five hundred sixty-four and 67/100 dollars).

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Friedman, Jackson, Styracula, Weinberg

Nays: Diehl

Trustee Friedman moved and Trustee Bretzlauf seconded an amended motion that the Board approve the payment of Application #8, Invoice #51076 for a total of \$707,564.67 (seven hundred seven thousand five hundred sixty-four and 67/100 dollars) to the Berglund Construction Company for construction-related expenses incurred through June 30, 2011. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Friedman, Jackson, Styracula, Weinberg

Nays: Diehl

**Reports of Standing Committees**

**Policy Meeting of July 18, 2011**

Trustee Beckwith provided an oral report of the committee meeting, noting that the new Study Room policy would be discussed later in this meeting. Copies of the report were provided to the Board.

**Building & Grounds Meeting of July 14, 2011**

President Styracula provided an oral report of the committee meeting.

Trustee Friedman questioned whether the discussion of the police outlot should have been held in open meeting or executive session.

### **Finance Meeting of July 18, 2011**

Trustee Weinberg provided an oral update of the committee report, copies of which were provided to the Board. Next month's agenda will include discussion of electronic bill payment.

### **Personnel Meeting of July 5, 2011**

President Styracula provided an oral report of the committee meeting and requested that all trustees seek out Director Evaluation forms used by other libraries.

### **Trustee Development Meeting of July 18, 2011**

Trustee Friedman provided an oral update of the committee report, copies of which were distributed to the Board. Trustee Friedman asked that trustees confirm with Director Bero their attendance at ILA Trustee Day on Thursday, October 20, 2011.

### **Appointment by the President**

President Styracula removed Trustee Friedman, at his request, from the Finance Committee and asked that anyone interested in serving on this committee contact her.

### **Fundraising Report**

Director Bero reported that the Rotary Club is very interested in funding the Rain Garden. Steve Bruszer of Berglund Construction quoted the budgeted cost to be \$10,266.

### **New Business**

#### ***a. Building Project Update***

Anthony Rosignolo of Berglund Construction provided an update of the physical progress of the building project, and Steve Bruszer of Berglund Construction provided a financial/budget update of the project, noting that the percentage of predicted completion time is very close to the percentage of budgeted dollars spent.

#### ***b. Closing the Library for Construction – September 2011***

Director Bero and Messrs. Rosignolo and Bruszer of Berglund Construction presented the Board with the history, planning, and options considered behind the request to close the library to the public. Director Bero emphasized our plans to continue to serve our patrons while the library is closed and will include a report from the Closure Committee at the next Board meeting.

Following discussion, Trustee Friedman moved and Trustee Beckwith seconded a motion that the Board approve the closing of the Warren-Newport Public Library to the public from September 12, 2011, through October 16, 2011 to facilitate the transition from Phase II to Phase III of the Building Project. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Friedman, Jackson, Styrcula

Nays: Weinberg

**c. Working Budget for Fiscal Year 2011-2012**

Trustee Friedman moved and Trustee Jackson seconded a motion that the working budget for Fiscal Year 2011-2012 be adopted. President Styrcula commended Trustee Weinberg and Director Bero on their work on the budget. Director Bero complimented WNPL staff accountant Doug Wideburg on his fine work on the budget, which has resulted in his promotion to Business Manager. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Friedman, Jackson, Styrcula, Weinberg

Nays: Diehl

**d. Ordinance 2011/2012-1: Determining to levy a tax of 0.02% of Taxable Property for Certain Purposes (Building, Sites, & Maintenance levy)**

Trustee Friedman moved and Trustee Weinberg seconded a motion that the Board adopt Ordinance 2011/2012-1, Determining to Levy a Tax of 0.02% of Taxable Property for Certain Purposes (Building, Sites, & Maintenance Levy). Director Bero explained that this ordinance is required by state statute, although this levy amount is included in the total tax levy. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Friedman, Jackson, Styrcula, Weinberg

Nays: None

**e. Ordinance 2011/2012-2: Tentative Annual Budget and Appropriations**

Trustee Beckwith moved and Trustee Weinberg seconded a motion that the Board adopt Ordinance 2011/2012-2, Tentative Budget and Appropriations for Fiscal Year 2011-2012. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Friedman, Jackson, Styrcula, Weinberg

Nays: Diehl

**f. Setting the Public Hearing for the Annual Budget and Appropriations**

Trustee Bretzlauf moved and Trustee Beckwith seconded a motion that the Public Hearing for the annual budget and appropriations be set for Tuesday, September 20, 2011, at 6:45 p.m. in the Conference Room.

Following discussion, Trustee Bretzlauf moved and Trustee Beckwith seconded an amended motion that the Public Hearing for the annual budget and appropriations be set for Tuesday, September 20, 2011, at 6:45 p.m. in a room to be determined at the library. The motion carried on a roll call vote as follows:  
Ayes: Beckwith, Bretzlauf, Diehl, Friedman, Jackson, Styracula, Weinberg  
Nays: None

**g. Progress Report on the long-range plan**

**i. Review of previous two plans**

Director Bero commented on the accomplishments of the two previous long-range plans.

**ii. Planning the next long-range plan**

Director Bero will send the trustees an electronic poll to arrange a date for the upcoming long-range planning session. He encouraged the trustees to “think big” and not censor their ideas prior to the meeting.

**h. Policy Work**

**i. New Policy 3053, Study Rooms (second reading)**

Trustee Bretzlauf moved and Trustee Beckwith seconded a motion that Policy 3053, Study Rooms, be approved as presented. This policy will be posted in all study rooms in 14 point font in accordance with ADA requirements. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Friedman, Jackson, Styracula, Weinberg

Nays: None

**ii. Modifications to the Order of Business (regular meeting agenda) in the Bylaws**

President Styracula requested that this item be tabled until next month’s regular Board meeting.

**i. Rescheduling of regular Board meeting – August 2011**

Trustee Bretzlauf moved and Trustee Beckwith seconded a motion that the date for the regular monthly meeting for August 2011 of the Board of Trustees of the Warren-Newport Public Library District be rescheduled to Tuesday, August 23, 2011, at 7:00 p.m.

**Public Forum – None**

### **Executive Session**

Trustee Friedman moved and Trustee Bretzlauf seconded a motion that the Board enter into executive session to consider the performance of a specific employee [5 ILCS 120/2 (c)(1)]. The motion carried on a roll call vote as follows:  
Ayes: Beckwith, Bretzlauf, Diehl, Friedman, Jackson, Styrcula, Weinberg  
Nays: None

The board adjourned to executive session at 9:09 p.m.

### **Reconvene in Open Session**

The board reconvened in open session at 10:16 p.m.

### **Announcements**

a. By the chair:

i. Communications to the public – None

ii. Upcoming calendar

1. Next regular Board meeting: Tuesday, August 23, 2011, 7:00 p.m.

2. Next Committee meetings:

a. Finance – Thursday, August 18, 2011, 8:00 p.m.

b. Personnel – Tuesday, August 2, 2011, 6:30 p.m.

c. Policy – Monday, August 1, 2011, 5:30 p.m.

d. Building and Grounds – Thursday, August 18, 2011, 7:00 p.m.

e. Trustee Development – Monday, August 1, 2011, 7:00 p.m.

3. Other dates:

a. Lake County Fair: WNPL has been assigned Tuesday, July 26, 2011, 10:00 a.m. to 4:00 p.m., to work the library booth. We have staff and volunteers who will be there; however, the trustees are invited to stop by and work the booth.

b. Gurnee Days Parade, Sunday, August 14, 2011. The trustees were asked to contact Assistant Director Noreen Reese if they wish to walk in the parade.

c. Intergovernmental Picnic hosted by Warren Township, Thursday, September 15, 2011, 6:00 PM. Trustee Jackson commented that this is a very worthwhile event to attend as it presents an excellent opportunity to network with others in local governmental agencies.

b. By other trustees or the director – Director Bero thanked the trustees for their accommodations during this past week of trying events.

**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 10:16 p.m.

Respectfully submitted,

Jo Beckwith  
Secretary

Mary Thacker  
Recording Secretary