

**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  
Robert H. Diehl, Sr.

**Regular Meeting  
August 23, 2011**

**Call to Order**

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

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

Trustees absent: None

Also present: Director Stephen Bero, Recording Secretary Laura Stone, WNPL staff members Noreen Reese, Jan Marsh, and Sandy Beda; Julianne Scherer of Nagle Hartray, Steve Bruszer of Berglund Construction, and Tom Colwell, former board member

**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 July 19, 2011
  - ii. Executive Session of July 19, 2011, to remain closed to the public
- b) Acceptance of Financial Statements for July 2011
- c) Acceptance of the Director's Report for August 2011
- d) Approval of developer donation agreements (if any)

As there were no developer donation agreements, Trustee Weinburg moved and Trustee Beckwith seconded a motion to approve Items (a) through (c) of the Consent Agenda. The motion carried on a roll call vote as follows:

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

Nays: None

### **President's Report**

President Styracula's activities included:

- Phone interview with Chris McClure from the Audit firm of McClure, Inserra & Company on 7/20/11
- Tour of the Morris Library, Carbondale, Illinois on 7/22/11. President Styracula briefly discussed a handout she distributed which included pictures she took and pertinent facts about the library.
- Policy and Trustee Development Committee meeting on 8/01/11
- Personnel Committee Meeting on 8/02/11
- Met with Secretary Beckwith at the library to examine the contents of the locked Board cabinet on 8/06/11
- Watched Gurnee Days Rib Eating contest and cheered for WNPLD on 8/13/11
- Walked in the Gurnee Days Parade with WNPLD on 8/14/11
- Building and Grounds Committee and Finance Committee meetings on 8/17/11
- Attended the Berglund 100<sup>th</sup> Birthday celebration in Chicago on 8/18/11

### **Reports of Other Trustees**

**a.** Trustee Bretzlauf attended the Grant/Thor author program.

**b.** Trustee Beckwith attended Gurnee Days parade and took photos of WNPLD entry. Trustee Beckwith inventoried the WNPLD board minutes in the locked cabinet. She thanked the library staff for being so gracious when she required assistance.

**c.** Trustee Friedman's activities included:

- attended the Gurnee Days Corporation Testimonial Dinner and walked in the parade
- attended the Building and Grounds Committee meeting on 8/17/11
- attended the Grant/Thor author program
- attended Woodland School District Board July meeting
- attended the Lake County Housing Authority meeting

- d. Trustee Diehl relayed a request he had received from a WNPLD resident who is a frequent library user. She expressed a desire for more college level math tutors and expressed gratitude for additional private study rooms.
- e. Trustee Weinberg walked in the Gurnee Days Parade.

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

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

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

Director Bero passed around two posters depicting the Gurnee Days Parade and WNPLD's past month events.

#### **b. Recognition of visitors and public comments** – None

### **Treasurer's Report**

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

The motion carried on a roll call vote as follows:

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

Nays: None

Trustee Bretzlauf moved and Trustee Beckwith seconded a motion that the application for payment #9 by Berglund Construction Company, Invoice #51095 in the amount of \$467,031.58 (four hundred sixty-seven thousand, thirty-one dollars and fifty-eight cents) for construction-related expenses incurred through July 31, 2011, be approved.

The motion carried on a roll call vote as follows:

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

Nays: None

### **Reports of Standing Committees**

#### **Policy Meeting of August 1, 2011**

Trustee Beckwith provided an oral report of the committee meeting, copies of which were provided to the Board. She noted that policies 1025 and 1050 would be brought to the Board later in the meeting.

#### **Building & Grounds Meeting of August 18, 2011**

President Styrcula provided an oral report of the committee meeting, copies of which were provided to the Board.

### **Finance Meeting of August 18, 2011.**

Trustee Weinberg provided an oral update of the committee report, copies of which were provided to the Board. Trustee Weinberg stated the first month of the fiscal year may contain incorrect coding of some items. A variance report was not completed by Administration. The audit is on schedule.

### **Personnel Meeting of August 2, 2011**

President Styracula provided an oral report of the committee meeting, copies of which were provided to the Board.

### **Trustee Development Meeting of August 1, 2011**

Trustee Friedman provided an oral update of the committee report, copies of which were distributed to the Board. Trustee email accounts were discussed. Director Bero will give a short training on trustee email at the September Board meeting.

### **Progress Report on the Long-range Plan**

Director Bero suggested that the Board postpone setting a date for the long-range planning session until a new trustee is appointed to the current vacancy. Director Bero encouraged the Board to appoint the new trustee as soon as possible.

### **Fundraising Report - None**

### **New Business**

#### ***a. Resolution in Honor of Nancy Jackson***

President Styracula read a resolution to honor Nancy Jackson's service to the Warren Newport Public Library District.

#### ***b. Declaration of Vacancy in the Office of Trustee***

Trustee Friedman moved and Trustee Weinberg seconded a motion that the Board declare a vacancy in the office of trustee due to Nancy Jackson becoming a nonresident of the district.

The motion carried on a roll call vote as follows:

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

Nays: None

#### ***c. Building Project Update***

Steve Bruszer of Berglund Construction gave a building project update. Additional update was provided by Julianne Scherer. The project is on

schedule. Berglund staffer Rich Mickow will oversee the punch lists.

**d. Report on Staff Tasks and Activities during Fall Closure**

Director Bero invited Reference Co-Manager and Chair of the Closure Committee, Sandy Beda, to report on plans for service during the closure. Library services will be offered at many remote locations throughout the community. Training opportunities for staff are in development. Patrons will be able to reach the library by phone and email from 9:00 am to 5:00 pm Monday through Friday. Assistant Director Reese expressed her excitement about the partnerships with community businesses. Director Bero remarked no other libraries have provided this level of service during a closure. President Styrcula asked Sandy Beda to convey her appreciation on behalf of the Board to the Committee members for their hard work.

**e. Discussion on Possible Formation of Ad Hoc Art Acquisition Committee**

Inspired by a recent trustee visit to the new Fountaindale Public Library, President Styrcula introduced the idea of forming an art acquisition committee comprised of Board members, staff and community members. Their charge would be to acquire and display art work of all kinds throughout the library. They could seek both donations and purchases of artwork, particularly the work of artists who reside in the WNPLD. Director Bero encouraged the Board to consider the idea and appoint members if they wish to form this committee. This item will be placed on the September Agenda for possible action.

**f. Requirement for Per Capita Grant Application for Fiscal Year 2012: Review of Chapter 2, "Governance and Administration," Serving Our Public 2.0**

Per capita grants equalize monies for libraries throughout the state. State standards must be met to qualify. WNPLD meets all standards. We are currently transitioning from the completion of the prior long range plan to the development of a new long range plan. Director Bero will advise the state that a new long range plan will be developed when the Board vacancy is filled.

**g. Filing of the Illinois Public Library Annual Report (IPLAR) for Fiscal Year 2010-2011**

Trustee Friedman moved and Trustee Beckwith seconded a motion that the Illinois Public Library Annual Report (IPLAR) for fiscal year ended June 30, 2011 be accepted for filing. The motion carried on a roll call vote as follows:

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

Nays: None

Trustee Diehl left the meeting at 8:37 pm and returned at 8:40 pm.

***h. Appointment of Committee to Audit the Secretary's Minutes for Fiscal Year 2010-2011***

President Styracula asked for two volunteers to complete the yearly audit of the regular meeting minutes to determine: 1) Are they physically there? 2) Have they been approved? and 3) Are they signed? The deadline is 9/01/11. Trustees Diehl and Bretzlauf volunteered and were appointed by President Styracula. They were asked to schedule an appointment with Director Bero to make materials available.

***i. Destruction of Audio Recordings of Executive Sessions***

Trustee Bretzlauf moved and Trustee Weinberg seconded a motion that the all audio recordings of executive sessions prior to and including February 2010 be destroyed with the exceptions of the recordings from the following executive sessions: June 17, 2008, sessions I and II; June 23, 2008; and August 18, 2009. The motion carried on a roll call vote as follows:

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

Nays: None

***j. Policy Work***

***i. Review of Policy 1025 Authority of Library Trustees, first reading***

***ii. Review of Policy 1050 Correspondence from the Library Board, first reading***

Trustee Styracula moved and Trustee Weinberg seconded a motion that the revisions to Policy 1025 and Policy 1050 be referred to the Policy Committee for further review. The motion carried on a roll call vote as follows:

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

Nays: None

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

Trustee Bretzlauf moved and Trustee Diehl seconded a motion that the Bylaws be amended to modify the Order of Business to insert the reading of the mission statement after the Pledge of Allegiance. The motion carried on a roll call vote as follows:

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

Nays: None

**k. Discussion on Standards of Trustee Conduct**

President Styrcula distributed Policy 1010 – Trustee Code of Ethics and articles *The Trustees Creed* and *Are You On Board?* and led discussion of trustee conduct.

Trustee Weinberg moved and Trustee Bretzlauf seconded a motion that the Board set an interval of 14-21 days for reimbursement of library-related trustee expenses from the time of submission of a correctly completed expense voucher to the time the reimbursement check is fully processed and signed. The motion carried on a roll call vote as follows:

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

Nays: None

Trustee Bretzlauf moved and Trustee Beckwith seconded a motion that a Trustee shall make a prior appointment with the Library Director or with his/her designee when he or she wishes time with the Director or materials from the Director. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Styrcula, Weinberg

Abstain: Friedman

Trustee Bretzlauf moved and Trustee Diehl seconded a motion that a Trustee is prohibited from requesting time or trustee-related materials from any WNPLD employee or volunteer without the express permission of the Board and/or the Library Director or his /her designee.

Trustee Friedman left the meeting at 9:23 pm.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Styrcula, Weinberg

Absent: Friedman

**Public Forum** - None

**Executive Session**

Trustee Styrcula moved and Trustee Bretzlauf seconded a motion that the Board enter into executive session to consider the lease of real property for the use of the Library District [5 ILCS 120/2.(c)(5)], and to consider the selection of a person to fill a vacancy on the Board[5 ILCS 120/2.(c)(3)], and invite Director Bero to join them for the executive session. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Styrcula, Weinberg

Absent: Friedman

The board adjourned to executive session at 9:27 p.m.

### **Reconvene in Open Session**

The board reconvened in open session at 9:55 p.m.

### **Action as a result of considering the lease of real property for the use of the Library District**

No action was taken.

### **Action as a result of considering the selection of a person to fill a vacancy on the Board**

Trustee Styracula moved and Trustee Bretzlauf seconded a motion that the Board direct Director Bero to advertise the vacancy on the Board and have letters of intent delivered to Warren-Newport Public Library by close of business on Friday, September 9, 2011.

Trustee Diehl left the meeting at 10:56 pm.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Styracula, Weinberg

Absent: Diehl, Friedman

Trustee Diehl reentered at 10:58 pm.

### **Announcements**

a. By the chair:

i. Communications to the public – None

ii. Upcoming calendar

1. Public hearing for the annual budget and appropriations: Tuesday, September 20, 2011, 6:45 p.m.
2. Next regular Board meeting: Tuesday, September 20, 2011, 7:00 p.m. or immediately following the public hearing
3. Next Committee meetings:
  - a. Finance – Thursday, September 15, 2011, 8:00 p.m.
  - b. Personnel – Wednesday, September 7, 2011, 7:00 p.m.

- c. Policy – Tuesday, September 6, 2011, 5:30-7:00 p.m.
  - d. Building and Grounds – Wednesday, September 14, 2011, 7:00 p.m.
  - e. Trustee Development – Tuesday, September 6, 2011, 7:00 p.m.
4. Other dates:
- a. “Know Your Chicago” symposium and tour, Wednesday, September 14, 2011. President Styracula to attend with either Trustee Friedman or Trustee Diehl.
  - b. Intergovernmental Picnic: Thursday, September 15, 6:00 p.m., Warren Township Center.
  - c. Illinois Library Association Annual Conference, October 18-20, 2011, Rosemont. Trustees Bretzlauf, Friedman and Diehl are registered.

b. By other trustees or the director – None

### **Adjournment**

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

President Styracula adjourned the meeting at 10:13 p.m.

Respectfully submitted,

Jo Beckwith  
Secretary

Laura Stone  
Recording Secretary