

**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
September 20, 2011
Village of Gurnee Policy Facility**

Public Hearing

The Public Hearing was held from 6:45 p.m. to 7:00 p.m. In attendance were Trustees Beckwith, Bretzlauf, Diehl and Styracula, Director Stephen Bero, Assistant Director Noreen Reese and Recording Secretary Laura Stone. No members of the public were in attendance.

Call to Order

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

Trustees present: Beckwith, Bretzlauf, Diehl, Styracula

Trustees absent: Friedman, Weinberg

Also present: Director Stephen Bero, Recording Secretary Laura Stone, WNPL staff members Noreen Reese and Jan Marsh, Steve Bruszer of Berglund Construction, Nancy Sheldon, former Board member.

Pledge of Allegiance

President Styracula led those present in the Pledge of Allegiance.

Reading of the Library 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 August 23, 2011
- ii. Executive Session of August 23, 2011, to remain closed
- iii. Special meeting of September 6, 2011
- b) Acceptance of Financial Statements for August 2011
- c) Acceptance of the Library Director's Report for September 2011
- d) Acceptance of the Patron Suggestions for August 2011
- e) Approval of developer donation agreements (if any)

As there were no developer donation agreements, Trustee Beckwith moved and Trustee Bretzlauf 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, Styracula

Absent: Friedman, Weinberg

President's Report

President Styracula's activities included:

- Attended the Policy Committee and the Trustee Development Committee meetings on 9/06/11
- Attended the Symposium "Know Your Chicago" at the University of Chicago
- Led the Building and Grounds Committee meeting at the Gurnee Village Hall and then toured the library on 9/14/11
- Attended the Intergovernmental Picnic at the Warren Township Senior Center on 9/15/11. President Styracula announced that WNPLD will host next year's picnic.
- Attended the Finance Committee meeting in the Warren Township Board Room on 9/15/11

President Styracula asked the Trustees to read Policy Manual Section 9.02 – Amendments to Library Policy, Other Policies and Procedural Documents.

Reports of Other Trustees

a. Trustee Bretzlauf's activities included:

- attended the Trustee Development Committee meeting on 9/06/11
- attended the Personnel Committee meeting on 9/07/11
- attended the Policy Committee meeting on 9/06/11

b. Trustee Beckwith's activities included:

- attended the Policy Committee meeting on 9/06/11

- destroyed the executive session recordings approved at the last Board meeting
- requested and received a sample of a director evaluation form which she gave to President Styrcula

c. Trustee Diehl attended the Intergovernmental Picnic on 9/15/11

Correspondence, Communications, and Public Comments

a. Written:

- i. **Memoranda from attorney Roger Ritzman** – None
- ii. **Memorandum from attorney Steven Richart re Key Lime cove settlement**

Director Bero is waiting for the final document stating we settled out of court.

- iii. **Other**

Director Bero passed around a poster depicting WNPLD events from the past month.

b. Recognition of visitors and public comments - None

Treasurer's Report

Trustee Bretzlauf moved and Trustee Beckwith seconded a motion that the bills payable for September 2011 and payrolls for August 2011 be approved for payment. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Styrcula

Absent: Friedman, Weinberg

Trustee Bretzlauf moved and Trustee Diehl seconded a motion that the application for payment #10 Invoice #51117 for total of \$361,858.47 (Three hundred sixty-one thousand, eight hundred fifty-eight dollars and forty-seven cents) to the Berglund Construction Company for construction related expenses incurred through August 31, 2011 to be approved. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Styrcula

Nay: None

Absent: Friedman, Weinberg

Reports of Standing Committees

Policy Meeting of September 6, 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. The committee also went into Executive Session to examine the contents of the locked cabinet. Trustee Beckwith expressed appreciation to Nancy Sheldon for providing some history and explanation on the importance of a few items.

Building & Grounds Meeting of September 14, 2011

President Styracula provided an oral report of the committee meeting, copies of which were provided to the Board. The meeting was held at the Gurnee Village Hall. Representatives from Berglund and Nagle Hartray were present and gave an update on the building project. The Committee looked at the application and invoice submitted by the architect requesting an additional \$67,000. The Committee toured the library. The architect's request was deferred to legal counsel.

Finance Meeting of September 15, 2011

Trustee Diehl provided an oral report of the committee meeting, copies of which were provided to the Board. A variance report, the October audit meeting, and policies 2015, 2020, 2030 and 2035 were discussed.

Personnel Meeting of September 7, 2011

Trustee Bretzlauf provided an oral report of the committee meeting, copies of which were provided to the Board. An electronic employee survey of library staff will be conducted. Director Bero provided the Committee with a reference book with examples of employee surveys. President Styracula has requested that the Committee prepare a checklist of personnel policies for easy review and use in preparing the long-range plan. President Styracula will discuss the timeline at the next committee meeting.

Trustee Development Meeting of September 6, 2011

Trustee Friedman gave a report to Director Bero on 9/19/11. President Styracula felt there were numerous errors and contacted Trustee Friedman. He has not yet responded. President Styracula did not distribute the report to the Board, as it is incorrect in its present form. President Styracula has asked Director Bero and Trustee Bretzlauf to assist in reconstructing the content of the committee meeting.

Committee Appointments by the President

a. Appointment of Chair of Policy & Bylaws Committee

President Styracula recommended Trustee Beckwith for the position of the Chair of the Policy and Bylaws Committee. Trustee Beckwith accepted the appointment.

b. Appointment of members and Chair of ad hoc Art Acquisition Committee

President Styracula called for a special committee to acquire artwork for display in the library. Trustee Bretzlauf volunteered to be the Chair, and Trustees Styracula and Diehl also volunteered to be members of the committee. Trustee Beckwith knows of a community member who might like to be on the committee. Noreen Reese volunteered to be on the committee along with a member of the WNPLD Graphics Department. Trustee Bretzlauf inquired about a timetable. Director Bero suggested that the committee meet prior to the next Board meeting on October 18. President Styracula appointed Trustee Bretzlauf as the Chair and Trustee Diehl and herself as members, with the intention of recruiting additional members from the library staff and the public.

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. Building Project Update

Steve Bruszer of Berglund Construction gave a building project update. The project is on schedule. The internal and external areas that need to be accessible to the public will be completed by the opening on October 17, 2011. Phase 3 will be done at the end of November. Assistant Director Reese stated the non-fiction stacks should be complete today. The end panels and shelves are in place. The Friends/Book Ends area is complete, but they will not move in until the library reopens. Director Bero stated the outside return schedule is working well. Circulation staff is monitoring the return rate of library materials.

Staff has been handling the phones and emails during the first week of the closure. Outreach has included a book discussion with 12 people in attendance. The Bookmobile had additional stops at the Latter Day Saints church and at the Gurnee Jewel. Thirty people came to the booth at the Farmer's Market with inquiries about library cards and programs. Storytime at Panera Bread had an audience of 18 adults and 16 children. Staff in-service sessions about basic Spanish, CPR, Excel and new fiction/non-fiction book releases have been well received.

Steve Bruszer left the meeting at 7:45 p.m.

b. *Architect's request for additional fees*

No action has been taken as we are waiting for information from our legal counsel. Director Bero and Roger Ritzman have discussed the issue. Director Bero said the Board will have to test the architect's assumptions and decide whether or not to pay the additional fees. Mr. Ritzman has advised that we are not obligated to pay them. Options will be: 1) grant the request; 2) deny the request; or 3) negotiate an acceptable payment amount.

c. *Plans for open house/reception after construction is complete*

President Styrcula asked for an update on the open house plans. A grand opening is tentatively scheduled for Sunday, January 8, 2012. This date is particularly appropriate, as it coincides with the library's birthday of January 9. The open house will feature a structured program, live music, and food. Major stakeholders will be invited. Tours with docents will be available. Money for the rededication open house is in the budget. A dedication plaque with the names of both the approving board and board at completion will be posted.

d. *Ordinance 2011/ 2012-3: Annual Budget and Appropriations*

Trustee Bretzlauf moved and Trustee Beckwith seconded a motion that Ordinance 2011/2012-3 Annual Budget and Appropriations be adopted.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Styrcula

Absent: Friedman, Weinberg

e. *Resolution 2011/ 2012-1 proclaiming October 2010 Healthy Communities Healthy Youth "Let's Talk" Month*

Trustee Beckwith moved and Trustee Bretzlauf seconded a motion that the Board adopt resolution 2011/ 2012-1 Proclaiming October 2011 Healthy Communities Healthy Youth "Let's Talk" Month. Assistant Director Noreen

Reese is on the Executive Board of Healthy Communities Healthy Youth. The purpose of “Let’s Talk Month” is to stimulate conversation between family members. The library hosts family programs with speakers and plays an informational role in promoting the “Let’s Talk” mission. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Styracula

Absent: Friedman, Weinberg

f. Resolution 2011/ 2012-2 Proclamation for national Friends of the Library Week

Trustee Beckwith moved and Trustee Bretzlauf seconded a motion that the Resolution 2011/2012-2 Proclamation for National Friends of the Library Week be adopted. Trustee Bretzlauf read the proclamation. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Styracula

Absent: Friedman, Weinberg

g. Requirements for the Per Capita Grant application for fiscal year 2012: Analysis of library’s revenue

The State Per Capita Grant requires that the Board reviews library finances and analyzes the library’s revenue to determine if it is adequate to fund library services. At this point in time, we have sufficient revenue to meet program needs.

h. Submission of application for Illinois Public Library Per Capita Grant for fiscal year 2012

Trustee Beckwith moved and Trustee Styracula seconded a motion that the Illinois Public Library Per Capita Grant for fiscal year 2012 be submitted. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Styracula

Absent: Friedman, Weinberg

i. Trustee development

i. Training on new trustee email accounts

President Styracula reported that Director Bero sent out information to Board members for using their WNPL email accounts. Everyone is using trustee email.

ii. Link to ALA Trustee Academy

President Styracula asked Trustee Friedman to check into this link. This topic will be deferred until next month. President Styracula will contact Trustee Friedman. Director Bero stated Administration will help if needed.

j. Policy work

i. Revisions to Policy 1025 Authority of Library Trustees, first reading

Trustee Beckwith moved and Trustee Bretzlauf seconded a motion that Policy 1025 Authority of Library Trustees be adopted as revised. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Styrcula

Absent: Friedman, Weinberg

ii. Revisions to Policy 1050 Correspondence from the Board, first reading

Trustee Beckwith moved and Trustee Bretzlauf seconded a motion that Policy 1050 Correspondence from the Board be adopted as revised. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Diehl, Styrcula

Absent: Friedman, Weinberg

iii. Revisions to Policy 2015 Imprest Account, first reading

Trustee Beckwith moved and Trustee Styrcula seconded a motion that Policy 2015 Imprest Account be updated. Discussion clarified that normal procedure is for financial policies to go first to the Finance Committee and then to the Policy Committee before being brought to the full Board. The Policy Committee typically edits for grammar and format prior to vote. The motion was defeated on a roll call vote as follows:

Ayes: Bretzlauf

Nays: Beckwith, Diehl, Styrcula

Absent: Friedman, Weinberg

iv. Revisions to Policy 2020 Expendable Trust Account, first reading

Trustee Styrcula moved and Trustee Beckwith seconded a motion that Policy 2020 Expendable Trust Account be adopted as revised. The motion ended in a tie on a roll call vote as follows:

Ayes: Beckwith, Styrcula

Nays: Bretzlauf, Diehl

Absent: Friedman, Weinberg.

v. Revisions to Policy 2035 Disposal of Surplus Library Materials/Personal Property, first reading

No action was taken.

Trustee Styrcula moved and Trustee Beckwith seconded a motion that Policies 2015, 2020 and 2035 be referred back to the Policy Committee. Director Bero stated that no action would be taken due to the resulting tie vote.

Public Forum

Assistant Director reported that the Friends of WNPL have agreed to pay for all the library programming for this year, a donation of \$36,000. She requested that the Board recognize the Friends either at their meeting on 10/27/11 or at the Board's next meeting on 10/18/11, which is during Library Friends Week.

President Styrcula and the other Trustees will determine their availability. Director Bero stated that something special with food could be done in recognition of the Friends. Director Bero also stated many boards have a Board Liaison who attends the Friends meetings.

Assistant Director Reese reported that the first bookmobile stop in the Jewel parking lot went well. The store manager reported he was happy to have the bookmobile located there.

President Styrcula expressed gratitude on behalf of the Board that the other intergovernmental agencies are allowing us to use their facilities during our construction project.

Executive Session

Trustee Bretzlauf moved and Trustee Styrcula seconded a motion that the Board enter into executive session to consider the performance of a specific employee [5 ILCS 120/2.(c)(1)], and to consider the selection of a person to fill a vacancy on the Board [5 ILCS 120/2.)c(5)], 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, Diehl, Styrcula

Absent: Friedman, Weinberg

The board adjourned to executive session at 8:34 p.m.

Reconvene in Open Session

The board reconvened in open session at 9:27 p.m.

Action as a result of considering the performance of a specific employee No action was taken.

Action as a result of considering the selection of a person to fill a public office

Trustee Bretzlauf moved and Trustee Beckwith seconded a motion that the Board interview the four people who submitted letters of interest, direct Director Bero to solicit resumes from each of them, and survey the Trustees and applicants to set a date for a group interview. The four applicants are Andrea Farr-Capizzi, Tom Colwell, Nadine Johnson, and Nancy Sheldon. The motion carried on a roll call vote as follows:

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

Announcements

a. By the chair:

i. Communications to the public – None

ii. Upcoming calendar

1. Next regular Board meeting: Tuesday, October 18, 2011, 7:00 p.m.

2. Next Committee meetings: Committee meeting dates will be scheduled after a date is selected to interview candidates for the Board vacancy. The goal is to select a new trustee in time for the October Board meeting.

3. Other dates:

a. Illinois Library Association Annual Conference, Trustee Day, Thursday, October 20, 2010, Rosemont. Trustee Diehl can no longer attend ILA Trustee Day. President Styracula asked Director Bero to seek reimbursement for Trustee Diehl by the October Board meeting. Director Bero thought a refund might be given with a probable deduction for a programming fee.

b. By other trustees or the director

Director Bero asked the Trustees if they would like their board packets punched for 3-ring binders. The Trustees said they would appreciate them in that format. Trustee Diehl asked for packet page numbers to be listed on the agenda. Director Bero stated that presents some difficult challenges. He will work on a solution.

Adjournment

Trustee Styracula moved and Trustee Beckwith seconded the motion to adjourn the regular meeting. The motion carried on a voice vote. President Styracula adjourned the meeting at 9:37 p.m.

Respectfully submitted,

Jo Beckwith
Secretary

Laura Stone
Recording Secretary