

**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  
October 18, 2011  
Study Room C**

**Call to Order**

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

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

Also present: Director Stephen Bero, Recording Secretary Laura Stone, WNPL Staff Members Noreen Reese, Kevin Getty and Paula Pena, Steve Bruszer and Anthony Rosignolo of Berglund Construction, Don McKay of Nagle Hartray Architects, Christian McClure of McClure, Inserra & Company Chartered, former Board Members Nancy Sheldon and Sue Niemi, Andrea Farr Capizzi and Nadine Johnson

President Styracula welcomed all present and announced there would be two opportunities 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 September 20, 2011

- ii. Executive Session of September 20, 2011, to remain closed to the public
  - iii. Special meeting of October 4, 2011
  - iv. Policy Committee executive session of September 6, 2011, to be open to the public
- b) Acceptance of Financial Statements for September 2011
  - c) Acceptance of the Director's Report for October 2011
  - d) 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 (c) of the Consent Agenda. The motion carried on a roll call vote as follows:

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

### **President's Report**

- President Styrcula's activities included:
- Attended the Policy Committee meeting on 10/04/11 and then led the Special Board Meeting
- Led the Building & Grounds Committee meeting on 10/12/11
- Attended the Finance Committee meeting on 10/13/11
- Attended the Trustee Development Committee meeting on 10/17/11
- 

### **Reports of Other Trustees**

- a. Trustee Bretzlauf's activities included:
  - Attended the Trustee Development Committee meeting on 10/17/11
  - Attended the Rotary Classic Car Show on 10/08/11
- b. Trustee Beckwith's activities included:
  - Attended the Policy Committee meeting on 10/04/11
  - Visited Adlai Stevenson High School library and the Vernon Area Library in Lincolnshire
- c. Trustee Diehl attended the Preschool StoryTime at Viking Park. He commended staff member Patty Sawin on her ability to act like a dinosaur.

- d.** Trustee Friedman attended the Trustee Development Committee meeting. He requested Board Members take a few moments to read the meeting summary he provided.

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

### **a. Written:**

#### **i. Memoranda from attorney Roger Ritzman**

None

#### **ii. Talk of the County**

President Styrcula brought the Board's attention to a negative comment published in the NewSun regarding the library's five week closure.

#### **iii. Other**

Director Bero passed out the Library on the Town Snapshot brochure and a copy of article in the Daily Herald regarding the library re-opening.

### **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 October 2011 and payrolls for September 2011 be approved for payment. The motion carried on a roll call vote as follows:

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

Trustee Styrcula moved and Trustee Diehl seconded a motion that the application for payment #11 by Berglund Construction Company, Invoice #51137 in the amount of \$600,490.32 (six hundred thousand, four hundred ninety dollars and thirty-two cents) be approved. The motion carried on a roll call vote as follows:

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

## **Reports of Standing Committees**

### **Policy Meeting of October 4, 2011**

Trustee Beckwith provided an oral report of the committee meeting, copies of which were reported to the Board. Three financial policies were reviewed and the formats and some punctuation and capitalization were changed. Policies 2015, 2020, 2035 and 3050 will be brought to the Board later in the meeting.

### **Building & Grounds Meeting of October 12, 2011**

President Styrcula provided an oral report of the committee meeting, copies of which were reported to the Board. Representatives from Berglund provided a building project update.

### **Finance Meeting of October 13, 2011**

Trustee Weinberg provided an oral report of the committee meeting, copies of which were reported to the Board. The variance report showed nothing significant. The final draft of the audit was completed yesterday and is to be filed by the end of the year. Changes to the Fixed Asset Inventory will be forwarded to the Policy Committee.

**Personnel** - No meeting

### **Trustee Development Meeting of October 17, 2011**

Trustee Friedman will provide his report of the September committee at a later date.

**Art Acquisition** - No meeting

### **Progress Report on the Long-range Plan – Fundraising update**

Director Bero suggested the Board proceed after the new trustee is appointed. Director Bero talked to fundraising consultant Jane Beckett and will meet with her on Friday. Ms. Beckett will give a presentation to the Board at the November Board Meeting. Director Bero will attend the ALA conference tomorrow. President Styracula inquired about hiring a part-time fundraiser versus using a consultant. Trustee Friedman inquired about eliciting responses from Chicago area consultants. Director Bero concurred the Board might interview the finalists.

### **New Business**

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

Director Bero stated the library opened yesterday with great excitement. The staff, including Noreen Reese and Kevin Getty, were very involved and worked the weekend, as did Berglund. The public seems eager to explore the building and has responded favorably. Author Russell Banks gave a program last night which was well attended. Book Ends made \$320 on opening day. The Circulation Department reported we had 2,153 visitors and checked out 3,500 items. Nancy Sheldon remarked on how bright and open the Children's and Programming is now.

Anthony Rosignolo of Berglund Construction discussed the most recent phase. The Board Room will be done in two weeks. The Quiet Reading Room and Teen Area will be done in four weeks. The completion date is 11/30/11. Five percent of the outside work remains, along with minimal roof work, some hanging of signage and attending to the punch list. Steve Bruszer stated the signage was done in two pieces so that priority signage would be installed first. Director Bero said that Nagle Hartray Architects were here on Friday as they had been throughout the project to ensure everything was completed as planned.

***b. Order for Backup Generator***

Trustee Friedman moved and Trustee Bretzlauf seconded a motion that the board approve the installation of a backup electrical generator for an amount not to exceed \$114,524.40 (one-hundred fourteen thousand five-hundred twenty-four) (PCO 99115).

Director Bero explained the need for the backup generator. President Styrcula requested additional information. Kevin Getty provided more detail to the Board, stating it has been in the plans for three to four years, especially to protect the Data Center. Director Bero added that funds for the generator are part of the Special Reserve fund. Additionally, the backup generator would make it possible for the library to remain open and still provide basic services to our patrons. It would cover the Data Center, front doors, and the Circulation System. Anthony Rosignolo reported most of the work could be completed with the building project with the exception of setting the generator. Steve Bruszer stated the generator itself costs \$48,000; the remaining cost is for conduit, wiring and supervision. The motion carried on a roll call vote as follows:  
Ayes: Styrcula, Bretzlauf, Weinberg, Friedman, Beckwith  
Abstain: Diehl

Trustee Diehl left the meeting at 7:48 p.m.

***c. Back-in Parking on South Side of Building***

Discussion postponed until Trustee Diehl returns to the meeting.

***d. Architect's Request for Additional Fees***

Trustee Friedman moved that Nagle Hartray Architecture be awarded \$67,000 in additional fees. The motion failed on a roll call vote as follows:  
Ayes: Friedman

Nays: Beckwith, Bretzlauf, Diehl, Styrcula, Weinberg

Director Bero recapped the request from Nagle Hartray for additional fees. He reviewed the contract with our legal counsel and concluded that no additional fees are due to the architects. Director Bero added that Nagle Hartray personnel have been available to us throughout the project.

Trustee Diehl returned to the meeting at 7:50 p.m.

Don McKay explained that Nagle Hartray often provides extra services without billing clients. Nagle Hartray is under contract to provide a one year warranty on the project with inspections, and expects phone calls as issues arise. Steve Bruszer stated that Nagle Hartray gave excellent service. Steve Bruszer also pointed out that the building project budget can cover and additional payment to Nagle Hartray. President Styrcula asked if Nagle Hartray would negotiate the amount. Don McKay stated they would. Trustee Friedman withdrew his previous motion.

Trustee Styrcula moved and Trustee Weinberg seconded an amended motion to direct Director Bero to engage in discussion with Nagle Hartray Architects regarding additional fees not to exceed \$67,000. The motion carried on a roll call vote as follows:

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

***e. Back-in parking on south side of building***

Trustee Friedman moved that the issue of the parking lot be further discussed. President Styrcula asked Trustee Diehl to elaborate on this topic. Trustee Diehl feels the current parking lot plan is unsafe. He submitted a parking lot design with angled parking spots which was not deemed feasible. President Styrcula thanked him for his input and said his opinion was respected. Trustee Diehl rescinded the motion.

***f. Plans for Open House Reception January 2012***

Director Bero reported that date chosen is Saturday, January 22, 2012. A committee is currently developing ideas for the celebration and Director Bero will present them to the Board at a later date.

Representatives from Berglund Construction and Nagle Hartray left the meeting at 8:28 p.m.

The Board took a short recess and the meeting resumed at 8:40 p.m.

***g. Presentation of draft of audited financial statement for fiscal year ended June 30, 2011.***

A draft of the audit was distributed to the Board. Chris McClure, CPA from McClure, Inserra and Company Chartered gave a broad overview of the packet to the Board. Mr. Clure stated Director Bero and Doug Wideburg were very involved, the library functions at a high level. He enjoys working with interested, involved Boards of Trustees. Direct Bero reminded Board members that questions should be funneled through the Board President or the library Director.

***h. Resolution to Determine Estimate of Funds Needed***

Trustee Friedman moved that Resolution 2011/2012-3 to determine the estimate of funds needed for fiscal year 2011-2012 as provided in the agenda be adopted.

The motion carried on a roll call vote as follows:

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

***i. Invitation to Trustee Candidate Kathleen Kettman***

Trustee Bretzlauf moved and Trustee Beckwith seconded a motion that the Board invite Kathleen Kettman to be interviewed for the vacant seat on the board.

President Styracula reported the Board met in Executive Session and found all four applicants to be viable candidates for the position. It was later discovered a fifth applicant had accidentally been excluded from consideration. President Styracula asked Director Bero to contact Kathleen Kettman.

The motion carried on a roll call vote as follows:

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

***j. Discussion on Appointment of Resident Teen on Library Board***

Trustee Styracula moved that Trustee Friedman be empowered to pursue additional information regarding the appointment of a Junior Trustee Board member.

The motion carried on a roll call vote as follows:

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

**k. Policy work**

**i. 2015 Imprest Check Policy, second reading**

Trustee Friedman moved and Trustee Weinberg seconded a motion that the Board accept the revised version as amended by Trustee Beckwith.

The motion carried on a roll call vote as follows:

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

**ii. 2020 Expendable Trust Fund, second reading**

Trustee Beckwith moved and Trustee Bretzlauf seconded a motion that the policy be accepted as presented.

The motion carried on a roll call vote as follows:

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

**iii. 2035 Disposal of Surplus Library Materials/Personal Property, second reading**

Trustee Friedman moved and Trustee Beckwith seconded a motion that the policy be accepted as presented.

The motion carried on a roll call vote as follows:

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

**iv. 3050 Meeting Rooms Policy revision, first reading**

Trustee Friedman moved and Trustee Beckwith seconded a motion that the revised amended policy be accepted with the amended section stating that “study rooms must be left neat.”

The motion carried on a roll call vote as follows:

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

**Public Forum**

Director Bero introduced Board member candidate Andrea Farr-Capizzi. Ms. Farr-Capizzi made comments about topics discussed during the Board meeting and stated she was pleased with the library renovation.

Director Bero introduced Board member candidate Nadine Johnson. Ms. Johnson stated she was pleased to attend the meeting and also liked the new renovation.

Director Bero recognized past Board President Sue Niemi.

### **Executive Session**

Trustee Styrcula moved and Trustee Weinberg seconded a motion that the Board enter into executive session to consider the performance of the Library Director [5 ILCS 120/2.(c)(1)].

The motion carried on a roll call vote as follows:

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

President Strycula noted the Board had neglected to invite Director Bero to join them for part of the executive session.

Trustee Bretzlauf amended the motion to invite Director Bero to join the executive session.

The motion carried on a roll call vote as follows:

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

The board adjourned to executive session at 9:48 p.m.

### **Reconvene in Open Session**

The board reconvened in open session at 10:07 p.m.

### **Announcements**

a. By the chair:

- i. Communications to the public - None
- ii. Upcoming calendar
  1. Special board meeting to interview trustee candidates for appointment: Tuesday, November 1, 2011, 7:30 p.m.

Trustee Friedman inquired if this was an Executive Session or an Open Meeting. Director Bero will research and provide an answer.

2. Public hearing for Truth in Taxation: Tuesday, November 15, 2011, 6:45 p.m.
3. Next regular Board meeting: Tuesday, November 15, 2011, 7:00 p.m.
4. Next Committee meetings:
  - a. Finance – Thursday, November 10, 2011, 8:00 p.m.
  - b. Personnel – Monday, November 7, 2011, 6:30 p.m.
  - c. Policy – Monday, November 7, 2011, 7:30 p.m.
  - d. Building and Grounds – Thursday, November 10, 2011, 7:00 p.m.
  - e. Trustee Development – Monday, November 14, 2011, 7:00 p.m.
5. Other dates:
  - a. Illinois Library Association Annual Conference, Trustee Day, Thursday, October 20, 2011, Rosemont (Trustee Bretzlauf will be attending.)
  - b. “Know Your Chicago” tour of Mansueto Library, University of Chicago, Wednesday, November 9, 2011. (Trustees Friedman and Styracula will be attending.)

b. By other trustees or the director

Assistant Director Reese asked if any Board members might attend the Friends of Library meeting on Thursday, October 27, 2011 at 1:00 p.m. Board members will advise.

### **Adjournment**

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

President Styracula adjourned the meeting at 10:16 p.m.

Respectfully submitted,

Jo Beckwith  
Secretary

Laura Stone  
Recording Secretary