

**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.
Andrea Farr Capizzi

**Record of Public Hearing
“Truth in Taxation”
November 15, 2011
McCullough Board Room**

President Styracula convened the hearing at 6:47 p.m.

Trustees Present: Beckwith, Bretzlauf, Friedman, Styracula and Weinberg

Trustee Absent: Diehl

Also present: Director Stephen Bero, Recording Secretary Laura Stone, WNPL Staff Members Diane Braun, Jan Marsh and Noreen Reese; Anthony Rosignolo of Berglund Construction, Don McKay of Nagle Hartray Architecture; trustee-appointee Andrea Farr Capizzi; citizens Nancy Sheldon, Steve Capizzi, Riley Capizzi, Logan Capizzi, Rosemarie Farr, and Melody Shearron.

There were no public comments. The hearing ended at 7:00 p.m.

**Minutes of Regular Meeting
November 15, 2011
McCullough Board Room**

Call to Order

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

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

Trustee absent: Diehl

Also present: Director Stephen Bero, Recording Secretary Laura Stone, WNPL Staff Members Diane Braun, Jan Marsh and Noreen Reese; Anthony Rosignolo of Berglund Construction, Don McKay of Nagle Hartray Architecture; trustee-appointee Andrea Farr Capizzi; citizens Nancy Sheldon, Steve Capizzi, Riley Capizzi, Logan Capizzi, Rosemarie Farr, and Melody Shearron.

Pledge of Allegiance

President Styrcula led those present in the Pledge of Allegiance.

Reading of the Mission Statement

Trustee Bretzlauf read aloud the Mission Statement the Warren-Newport Public Library District.

Approval of Consent Agenda

- a) Secretary's Report: Approval of minutes as received or corrected:
 - i. Regular meeting of October 18, 2011
 - ii. Executive Session of October 18, 2011, to remain closed to the public
 - iii. Special Meeting of November 1, 2011
 - iv. Executive Session of November 1, 2011, to be open to the public
- b) Acceptance of Financial Statements for October 2011
- c) Acceptance of the Director's Report for November 2011
- d) Approval of developer donation agreements (if any)

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

Ayes: Beckwith, Bretzlauf, Friedman, Styrcula, Weinberg

Absent: Diehl

Swearing in of Trustee Andrea Farr Capizzi

Secretary Jo Beckwith administered the Oath of Office to Trustee-Appointee Andrea Farr Capizzi.

President's Report

President Styrcula invited Director Bero to comment on award received by WNPL. Director Bero announced that WNPL had had been ranked among Chicago Tribune's 100 Best Workplaces. WNPL are the only library to win the award this year.

President Styrcula's activities included:

- ▶ Attended the Friends of the Library Meeting at WNPL where she read and presented the Friends of the Library Proclamation to Friends President Trouy on 10/27/11
- ▶ Led the Special Meeting for the Trustee Candidates Interviews at WNPL on 11/01/11
- ▶ Led the Personnel Committee meeting and attended the Policy Committee Meeting on 11/07/11
- ▶ Toured Chicago's Mansueto Library, the Pritzker Military Library and attended a presentation about YouMedia by Amy Eshelman, City of Chicago Public Library with Trustee Friedman on 11/08/11. We will have a brief presentation on this next month.
- ▶ Invited and met with Andrea Farr Capizzi at Panera's in Gurnee for a meet and greet and a brief overview of the Library Board and Committees on 11/08/11
- ▶ Led the Building & Grounds Committee meeting at the Library and then attended the Finance Committee Meeting on 11/09/11
- ▶ Attended the Chicago Tribune 100 Best Workplace awards in Chicago and accepted the award with Director Bero, Assistant Director Reese and Jan Marsh on 11/15/11

Reports of Other Trustees

- a. Trustee Beckwith visited Northbrook Library and was impressed with their artwork. The library sponsored a juried art competition and purchased the winning piece of art.
- b. Trustee Bretzlauf's activities included:
 - ▶ Attended ILA on 10/20/11
 - ▶ Visited the award-winning Literacy Suite at Waukegan Public Library
- c. Trustee Farr Capizzi's activities included:
 - ▶ Met with President Styrcula
 - ▶ Attended the Finance Committee Meeting as a guest
 - ▶ Attended Barbara Rinella's "Cleopatra" program on 11/14/11. She thought it was a great program, which was well attended. Parking was a big problem.
- d. Trustee Friedman's activities included:
 - ▶ Visited Ela Library on 11/09/11, specifically to see the teen space which offers videography
 - ▶ Attended the "Know Your Chicago Library" tour with President Styrcula. Next month's meeting will feature a presentation of tour information.

Correspondence, Communications, and Public Comments

a. Written:

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

b. Recognition of visitors and public comments – None

Treasurer's Report

Trustee Weinberg moved that the bills payable for November 2011 and payrolls for October 2011 be approved for payment. The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Farr Capizzi, Friedman, Styrcula, Weinberg
Absent: Diehl

Trustee Friedman moved and Trustee Styrcula seconded a motion that the application for payment #12 by the Berglund Construction Company, Invoice #51161, in the amount of \$437,111.27 (four hundred thirty-seven thousand, one hundred eleven dollars and twenty-seven cents) be approved for construction related expenses incurred through October 31, 2011. President Styrcula recapped the recommendation of the Building and Grounds Committee. The motion carried on a roll call vote as follows:

Ayes: Friedman, Styrcula, Beckwith, Weinberg, Bretzlauf, Farr Capizzi
Absent: Diehl

Reports of Standing Committees

Full committee reports were included in the Board packet. For this reason, President Styrcula requested that Standing Committee reports not be orally read or summarized during each Board meeting. Exceptions would occur for any report not included in the Board packet. President Styrcula asked if there were any questions or comments about the following reports. Additional oral reports and discussions are noted below.

Policy Meeting of November 7, 2011

The minutes of this meeting were omitted from the Board packet in error. Copies were distributed to the Board. Trustee Beckwith provided an oral report of the committee meeting. Three policies were reviewed: two had changes in format and language made, one had additions made. Policies 1013, 2030, and 1001 will be brought to the Board later in the meeting.

Building & Grounds Meeting of November 10, 2011

Finance Meeting of November 10, 2011

Personnel Meeting of November 7, 2011

Trustee Development

Meeting was cancelled due to necessary attendance of WNPL management and President Styracula at the Chicago Tribune award ceremony.

Art Acquisition Meeting - No Meeting

Meeting will be scheduled later tonight.

Appointment of New Trustee to Committee(s) and Appointment of Ad hoc Committee for Annual Staff Recognition Luncheon.

President Styracula appointed Trustee Farr Capizzi to the Finance Committee. President Styracula invited Trustee Farr Capizzi to attend other committee meetings to determine her interest in joining them. Trustee Farr Capizzi expressed interest in joining the ad hoc Art Acquisition Committee. President Styracula described committee activities for the staff recognition luncheon. Trustees Beckwith and Friedman volunteered to co-chair this event. The committee will select a date for the luncheon and discuss the budget at the December Board meeting.

Progress Report on the Long-range Plan

Director Bero asked the Board to make this their highest priority now that full board is in place. Meeting should take place by early February with a format to be determined. President Styracula recommended contracting a professional facilitator and directed Director Bero to present three candidates to the Board. Director Bero will send information to trustees electronically. Trustee Friedman suggested contacting Amy Eshelman of the Chicago Public Library.

Fundraising Update

Director Bero investigated library foundations. After meeting with President Styracula, Director Bero was reminded that he was tasked to investigate the costs of hiring an on-staff fundraiser or a contractor. Presenters are available to attend a board meeting and discuss fundraising in general. President Styracula directed Director Bero to place this on the December meeting agenda, with a speaker presenting a 15 minute informational talk followed by Q&A session.

New Business

a. Building Project Update

i. Update

Director Bero welcomed everyone to the new McCullough Board Room. Anthony Rosignolo of Berglund Construction discussed the most recent activities including the teen area, the vending area and landscaping. The library gained one parking place. The project is scheduled to be completed at the end of November. Director Bero reported the Quiet Reading Room had reopened.

ii. Architect's Request for Additional Fees

President Styracula reviewed the Board's request for Director Bero to engage in discussion with Don McKay of Nagle Hartray regarding the requested \$67,000 in additional fees. A reduced figure of \$42,000 was agreed upon. Nagle Hartray has submitted a new completion date of 12/15/11 and will compose a final punch list on 12/01/11.

Trustee Styracula moved and Trustee Beckwith seconded a motion that Amendment 005 be approved to provide Nagle Hartray with additional payment for professional services in the amount of \$42,000. The motion carried on a roll call vote as follows:

Ayes: Bretzlauf, Weinberg, Friedman, Beckwith, Farr Capizzi, Styracula

Absent: Diehl

iii. Electronic door openers for public restrooms

Trustee Friedman moved and Trustee Bretzlauf seconded a motion that this discussion be postponed until next month's meeting. The motion carried on a roll call vote as follows:

Ayes: Bretzlauf, Weinberg, Farr Capizzi, Beckwith, Friedman, Styracula

Absent: Diehl

iv. Plans for open house reception January 22, 2012

Director Bero distributed a mock up of the invitation and invited Jan Marsh to discuss ongoing planning for the event. Trustee Friedman inquired about exterior signage. Trustee Farr Capizzi recommends digital display signage. The Building and Grounds Committee will discuss signage at their next meeting.

b. Acceptance of financial statement June 30, 2011 audited by McClure, Inserra & Co., Chtd.

Trustee Weinberg moved and Trustee Beckwith seconded a motion that the financial statement for fiscal year ended June 30, 2011, as audited by McClure, Inserra and Company, Chartered, be accepted for filing. The motion carried on a roll call vote as follows:

Ayes: Farr Capizzi, Weinberg, Styrcula, Friedman, Bretzlauf, Beckwith
Absent: Diehl

c. Annual treasurer's report of receipts and disbursements for fiscal year 2010-2011

Director Bero provided a recap and summary of the fiscal year. This information is provided for open and transparent government. Trustee Weinberg confirmed that it is very routine.

d. Ordinance 2011/2012-4 Annual Levy for Fiscal Year 2011-2012

Trustee Bretzlauf moved and Trustee Beckwith seconded a motion that Ordinance 2011/2012-4 Annual Levy for fiscal year 2011-2012 be adopted. The motion carried on a roll call vote as follows:

Ayes: Styrcula, Friedman, Beckwith, Bretzlauf, Weinberg, Farr Capizzi
Absent: Diehl

e. Authorization of year-end bonuses for staff appreciation. ACTION

Trustee Bretzlauf moved and Trustee Weinberg seconded a motion that the Board authorize bonuses for staff appreciation in the amount of \$55 per staff member.

Trustee Weinberg stated the Finance Committee did not take a position. The bonus has traditionally been set at \$50 per employee. The committee suggested that perhaps this year deserves special consideration due to construction, moving and the extra work involved, but felt the amount should be determined by the whole Board. Trustee Friedman volunteered to write a note to the staff to accompany the bonus check, payable on 12/03/11. Nancy Sheldon will forward samples of prior year's letters to Trustee Friedman.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Bretzlauf, Friedman, Farr Capizzi, Weinberg, Styrcula
Absent: Diehl

f. Acceptance of donation for naming rights. ACTION

The Board considered this donation as two separate motions – 1) naming rights and 2) funding of 600 additional large print materials to be purchased over the

next calendar year. The Board adjourned at 8:30 p.m. to see Study Rooms D and E. Meeting resumed at 8:34 p.m.

Motion #1:

Trustee Friedman moved and Trustee Bretzlauf seconded a motion that authorizes naming rights for study rooms D and E.

After discussion about variety and quality of materials available for purchase in large print, the Board directed Director Bero to engage in discussion with the donor to express appreciation and ask for an extension of time in which to purchase the large print materials. The donor wishes to remain anonymous but Trustee Bretzlauf recommended making an announcement at the January open house. Trustee Weinberg suggested a special meeting to discuss this portion of the donation if the donor does not accept the counteroffer.

The motion carried on a roll call vote as follows:

Ayes: Friedman, Styrcula, Weinberg, Farr Capizzi, Beckwith, Bretzlauf

Absent: Diehl

Motion #2:

Trustee Bretzlauf moved and Trustee Weinberg seconded a motion that we accept the gift of \$10,000 to the materials budget to be expended by June 30, 2012. The motion carried on a roll call vote as follows:

Ayes: Styrcula, Weinberg, Farr Capizzi, Beckwith, Bretzlauf

Nay: Friedman

Absent: Diehl

Donation #2, Acceptance of Donation for AV equipment for The Vault

A second donation was received after the distribution of the agenda. The monies will be used to purchase AV equipment for the teen area, The Vault. The donors will be invited to the opening of The Vault on 1/07/12.

Trustee Friedman moved and Trustee Weinberg seconded a motion that discussion of this gift of \$10,000 be tabled until the December meeting. The motion carried on a roll call vote as follows:

Ayes: Friedman, Styrcula, Weinberg, Farr Capizzi, Beckwith, Bretzlauf

Absent: Diehl

g. Director's annual performance evaluation: Discussion of process and schedule

President Styrcula has been searching for an upgraded evaluation tool.

President Styrcula advocates using the modified tool currently in place and will send it to all trustees electronically for discussion at the Personnel Committee

meeting. Director Bero reported his self-evaluation is nearly complete, and the Board members will receive it by the end of this week.

Trustee Friedman moved and Trustee Bretzlauf seconded a motion that the Director's annual performance evaluation tool be accepted as presented with completion by 11/28/11. The motion carried on a roll call vote as follows:

Ayes: Friedman, Styrcula, Weinberg, Farr Capizzi, Beckwith, Bretzlauf

Absent: Diehl

h. Discussion on possible appointment of ethics commission and ethics advisor

Nothing was received from the attorney for review at tonight's meeting.

Trustee Friedman moved that the Board adjourn for five minutes. The motion carried on a voice vote. The meeting adjourned at 9:25 pm.

The meeting reconvened at 9:32 p.m.

i. Policy work

i. 1013 Standards of Trustee Conduct, new policy, first reading

Trustee Friedman moved that the policy be moved off the table in order to have expanded discussion. Trustee Farr Capizzi called the question. The motion failed on a roll call vote as follows:

Ayes: Friedman, Weinberg

Nays: Beckwith, Bretzlauf, Farr Capizzi, Styrcula

Absent: Diehl

Trustee Bretzlauf moved and Trustee Beckwith seconded that the Board accept Policy 1013, Sections 1 and 2. Trustee Bretzlauf removed her motion.

Trustee Beckwith moved and Trustee Bretzlauf seconded that the Board table agenda, i. Policy Work, and enter into executive session to consider the discipline and performance of the occupant of a public office [5 ILCS 120/2(c)(3)] with the option to call Director Bero in to the meeting at a later time. The motion carried on a roll call vote as follows:

Ayes: Friedman, Styrcula, Weinberg, Farr Capizzi, Beckwith, Bretzlauf

Absent: Diehl

Trustee Weinberg left the room at 9:55 p.m. and re-entered at 9:56 p.m.

The Board entered into executive session at 9:56 p.m.

Reconvene in Open Session

The board reconvened in open session at 10:54 p.m.

Public Forum – None

Announcements

a. By the chair:

- i. Communications to the public - None
- ii. Upcoming calendar
 - 1. Next regular Board meeting: Monday, December 19, 2011, 7:00 p.m.
 - 2. Next Committee meetings:
 - a. Finance – Thursday, December 15, 2011, 8:00 p.m.
 - b. Personnel – Monday, December 12, 2011, 7:30 p.m.
 - c. Policy – Tuesday, December 13, 2011, 6:30 p.m.
 - d. Building and Grounds – Thursday, December 15, 2011, 7:00 p.m.
 - e. Trustee Development – Tuesday, December 13, 2011, 8:00 p.m.
 - f. Art Acquisition – Monday, December 12, 2011, 6:30 p.m.
 - 3. Other dates:
 - a. Grand opening Celebration/Open House- Sunday, January 22, 2012, 2:00- 4:00 p.m.

b. By other trustees or the director - None

Adjournment

Trustee Bretzlauf 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 11:03 p.m.

Respectfully submitted,

Jo Beckwith
Secretary

Laura Stone
Recording Secretary