

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

Laurie Styracula, President	Ronald J. Friedman
Mary Ann Bretzlauf, Vice-President	Robert H. Diehl, Sr.
Steven J. Weinberg, Treasurer	Andrea Farr Capizzi
Jo Beckwith, Secretary	

**Regular Meeting
December 19, 2011
McCullough Board Room**

Call to Order

President Styracula called the meeting to order at 7:01 p.m.

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

Also present: Director Stephen Bero, Recording Secretary Celia Ornelas, WNPL staff members Diane Braun, Jennifer Drinka, Noreen Reese; Anthony Rosignolo of Berglund Construction.

Pledge of Allegiance

President Styracula led those present in the Pledge of Allegiance.

Reading of Mission Statement

Trustee Bretzlauf read aloud the Mission Statement of 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 November 15, 2011
 - ii. Executive Session of November 15, 2011, to remain closed to the public
 - iii. Special meeting of November 29, 2011
 - iv. Executive session of November 29, 2011, to remain closed to the public
 - v. Personnel Committee executive session of December 12, 2011, to remain closed to the public
- b) Acceptance of Financial Statements for November 2011
- c) Acceptance of the Director's Report for December 2011
- d) Acceptance of the Patron Suggestions for November 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, Farr Capizzi, Styracula, Weinberg

Nays: Friedman

Abstain: Diehl

President's Report

President Styracula asked if there were any questions about her written report. Hearing none, the report was submitted for filing.

Reports of Other Trustees

- a. Trustee Bretzlauf attended an Art program at Waukegan Public Library.
- b. Trustee Friedman gave an oral report of his visit to a Pritzker Military Library and Museum and the Chicago Library Teen Program.
- c. Secretary Beckwith presented a written report.
- d. Trustee Weinberg visited Friends of the Library book sale.
- e. Trustee Farr Capizzi visited the Arlington Heights Memorial Library.
- f. President Styracula gave a presentation on the Mansueto Library.

Correspondence, Communications, and Public Comments

a. Written:

A memorandum from attorney Roger Ritzman was included in the Board packet.

b. Recognition of visitors and public comments

Acceptance of Ballock donation for audiovisual equipment and materials in The Vault.

- i. Bill and Jill Ballock, the donors of the electronic equipment in the Vault, were introduced to the Board members. They gave a brief explanation about why they wanted to do something special for this library. Diane Braun and Teen Advisory Group member Melody Shearron gave thanks to the donors and invited them to the cutting ribbon ceremony on January 7, 2012. Bill and Jill Ballock presented their check to President Styracula.
- ii. Staff Graphic Artist Mary Hastings took pictures of the donors, president Styracula and director Bero. Also she took pictures of the Board Members.

Trustee Diehl left the meeting at 7:37 p.m.

Treasurer's Report

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

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

Trustee Styracula moved that the application for payment #13 by Berglund Construction Company, Invoice #51185 in the amount of \$627,829.63 (six hundred twenty-seven thousand, eight hundred twenty-nine dollars and sixty-three cents) be approved. The motion carried on a roll call vote as follows:

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

Reports of the Committees

Written reports of the committees were filed.

Policy Meeting of December 13, 2011

Building & Grounds Meeting of December 15, 2011

Finance Meeting of December 15, 2011.

Trustee Diehl returned to the meeting at 7:41 p.m.

Personnel Meeting of December 12, 2011

Trustee Development Meeting of December 13, 2011

Art Acquisition Meeting of December 12, 2011

Staff Recognition Luncheon

The Luncheon will be Thursday February 2nd, 2012, from 11:30 a.m. to 1 p.m. and from 4:30 to 6 p.m.

Progress Report on the long-range plan

Director Bero stated that he will survey the board about available dates for a planning session in February or March, 2012.

New Business

a. Building Project

i. Update

Anthony Rosignolo of Berglund Construction Company gave the Board an update about the project. The teen area is completed and looks great. There is still some money left in the budget. Anthony said that it has been great working at WNPL. There are still some jobs to finish outside: metal panels, landscaping and the generator at the end of January. President Styracula read former trustee Tom Colwell's email, which mentioned the light fixtures (the domes) in the story time room. Director Bero added that the Board has to make the final decision about them. President Styracula stated that the employees are the ones working under the condition.

President Styracula asked about the thermostat in C&P. Director Bero confirmed that there is a control and three thermostats in that room. Jennifer Drinka confirmed that the temperature in the office has been comfortable; she added that there is a hole on the wall that needs repair.

ii. Automatic door openers for public restrooms

Director Bero mentioned that Don McKay was scheduled to attend the meeting but he became ill and could not make it. Director Bero read an email McKay had sent about the openers. Director Bero reported that he has tested the automatic doors at another library, and that he does not recommend ours to be automatic. Vice President Bretzlauf and Secretary Beckwith both researched ADA requirements and learned that the current doors are ADA compliant.

Trustee Farr Capizzi moved and Vice President Bretzlauf seconded a motion that the configuration of the bathroom door openers remain as is. The motion carried on a roll call vote as follows:

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

iii. Dedication plaque

Director Bero showed the picture of the plaque. The names included are of the Board Members at the beginning of the project and the members at the completion of the project. Trustee Friedman suggested having the names in alphabetic order and asked that each person be queried as to his or her preferred name and correct spelling.

Trustee Farr Capizzi moved and Vice President Bretzlauf seconded a motion that the Board authorize Director Bero to purchase and install appropriate signage for dedication of the library.

The motion carried on a roll call vote as follows:

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

Abstain: Diehl

iv. History of the McCullough Room

Director Bero reported on the history of the McCullough name and Lucille McCullough. Trustee Farr Capizzi mentioned that it would be good to recognize the Mc Cullough family on January 22nd, 2011. Trustee Friedman suggested putting the history of the Mc Cullough Room on the wall.

b. Resident teenager serving on the library board

Trustee Friedman gave an oral update. There is no progress. Recommendation to put on order of business for March.

c. Destruction of verbatim audio recordings of closed sessions

Secretary Beckwith gave an explanation of the background of this item. Trustee Farr Capizzi moved and Trustee Weinberg seconded that the Board destroy the audio recordings of the following closed sessions: 6/17/2008 session I, 6/17/2008 session II, 6/23/2008, 1/20/2009, 8/18/2009, and 1/19/2009.

The motion carried on a roll call vote as follows:

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

d. Policy Work

i. Amendments to Policy 1001 Bylaws

Secretary Beckwith gave an explanation and background.

Trustee Farr Capizzi moved and Trustee Weinberg seconded a motion that the amendments to Policy 1001 Bylaws be approved as provided with small change in section 4.04.

The motion carried on a roll call vote as follows:

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

Trustee Diehl left the meeting at 8:37 p.m.

Trustee Diehl returned to the room at 8:42 p.m.

ii. Policy 1010 Trustee Code of Ethics

Secretary Beckwith gave an explanation and background.

Trustee Weinberg moved and President Styracula seconded a motion that the amendments to Policy 1001 Trustee Code of Ethics be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Friedman

iii. Policy 1013 Standards of Trustee Conduct

Secretary Beckwith gave an explanation.

Trustee Farr Capizzi moved and Trustee Bretzlauf seconded a motion that the amendments to Policy 1013 Standards of Trustee Conduct be approved as drafted with the correction of Section 2.02 instead of 1.02.

The motion carried on a roll call vote as follows:

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

Nays: Diehl

Abstain: Friedman

iv. Policy 1045 Minutes of Executive Sessions

Secretary Beckwith gave an explanation.

Trustee Farr Capizzi moved and Secretary Beckwith seconded to adopt Policy 1045 Minutes of Executive Sessions be approved as drafted.

The motion carried on a roll call vote as follows:

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

v. Policy 2030 Fixed Asset Inventory and Depreciation

Secretary Beckwith gave an explanation.

Trustee Weinberg moved and Secretary Beckwith seconded a motion that we adopt Policy 2030 Fixed Asset Inventory and Depreciation as amended with the following corrections:

Correction – (1) *Tangible or intangible in nature.*

Correction- *Assets acquired after June 30, 2012, shall be depreciated*

Correction – Descending order of both values and years.

The motion carried on a roll call vote as follows:

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

vi. Policy 2040 Wage Scale

President Styracula and Director Bero gave an explanation.

Trustee Bretzlauf moved a motion that we adopt the amendments to Policy 2040 Fixed Asset Inventory and Depreciation be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Diehl

e. Personnel Work

i. Employee performance bonuses

Director Bero gave an explanation.

Vice President Bretzlauf moved that the Board approve the awarding of employee performance bonuses in an amount not to exceed \$8,000.00 plus the employee payroll taxes for all the managers.

The motion carried on a roll call vote as follows:

Ayes: Styrcula, Farr Capizzi, Bretzlauf, Beckwith

Nays: Diehl, Friedman, Weinberg

ii. Annual Director Evaluation

Vice President Bretzlauf moved that the Board accept the updated “Warren-Newport Public Library Annual Director Evaluation” dated “December 1, 2010 – November 30, 2011.”

The motion carried on a roll call vote as follows:

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

iii. Director’s file

Secretary Beckwith moved and Vice President Bretzlauf seconded a motion that a file be kept in the locked Board cabinet with the Director’s evaluation, contract, and other pertinent documents.

The motion carried on a roll call vote as follows:

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

Executive Session

Secretary Beckwith moved that the Board enter into executive session to consider the performance of the Library Director [5 ILCS 120/2.(c)(1)], and invite Director Bero to join them for the first part of the executive session.

The motion carried on a roll call vote as follows:

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

The Board adjourned to executive session at 9:45 p.m.

Reconvene in Open Session

The Board reconvened in open session at 11:22 p.m.

Action as a result of considering the performance of the Library Director

Vice President Bretzlauf moved and Trustee Weinberg seconded a motion that Library Board adjust Director Bero's compensation to \$116,638, an increase of 1%.

The motion carried on a roll call vote as follows:

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

Vice President Bretzlauf moved that there be an adjustment of Director Bero's compensation by 1% increase upon the hiring of a Developmental Officer.

The motion carried on a roll call vote as follows:

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

Trustee Diehl left the meeting at 11:27 p.m.

Trustee Friedman moved that the Board approve two additional weeks of vacation for Director Bero separate from his five-week vacation to be taken between January 23, 2012, and February 29, 2012.

The motion carried on a roll call vote as follows:

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

Absent: Diehl

Public Forum

President Styracula recognized Trustee Friedman, who stated that he was in favor of return receipts for library items returned. He also suggested that acronyms in the Patron Suggestions be defined.

Announcements

a. By the chair:

- i. Communications to the public
None.
- ii. Upcoming calendar
 1. Next regular Board meeting: Tuesday, January 17, 2012, 7:00 p.m.
 2. Next Committee meetings:
 - a. Finance –Thursday, January 12, 2012, 8:00 p.m.
 - b. Personnel – Monday, January 9, 2012, 7:00 p.m.
 - c. Policy –Tuesday, January 10, 2012, 6:00 to 7:30 p.m.
 - d. Building and Grounds –Thursday, January 12, 2012, 7:00 p.m.
 - e. Trustee Development –Tuesday, January 10, 2012, 7:30 p.m.
 - f. Art Acquisition –Monday, January 9, 2012, 6:00 p.m.
 3. Other dates:
 - a. Grand Reopening Celebration/Open House—Sunday, January 22, 2012, 2:00-4:00 p.m.
 - b. Staff Appreciation Luncheon—Thursday, February 2nd, 2012.
 - c. Illinois Library Association Trustee Forum Workshop—Saturday, February 4, 2012, Oak Brook.
- b. By other trustees or the director
None.

Adjournment

President Styracula moved and Vice President Bretzlauf seconded the motion to adjourn the regular meeting. The motion carried on a voice vote.

President Styracula adjourned the meeting at 11:34 p.m.

Respectfully submitted,

Jo Beckwith
Secretary

Celia Ornelas
Recording Secretary