

Warren Newport Public Library

Board of Trustees

Regular Meeting

March 19, 2013 7:00 PM

McCullough Board Room

AGENDA

- I. Call to order, roll call, and determination of quorum {<1}
- II. Pledge of Allegiance {1}
- III. Reading of the Mission Statement {<1}
- IV. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {2}
 - a. Secretary's report: Approval of minutes as received or corrected
 - i. Regular meeting of February 19, 2013.
 - ii. Executive session of regular meeting of February 19, 2013, to remain closed to the public.
 - b. Financial statements for February 2013.
 - c. Executive Director's report for March 2013.
 - d. Patron suggestions for February 2013.
 - e. Policy 3015 Materials Selection.
 - f. Policy 3070 Food Allergies.
 - g. Approval of developer donation agreements (if any).

RESOLVED, THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.
- V. Item(s) removed from consent agenda, if any. ACTION {3}
- VI. President's report. INFORMATION {1}
- VII. Reports of other trustees. INFORMATION {5}
- VIII. Correspondence, communications, and public comments. INFORMATION {5}
 - a. Written:
 - i. Memoranda from attorney Roger Ritzman.
 - ii. Other.
 - b. Public comments
Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes per item at the discretion of the President not to exceed a total of twenty minutes.
- IX. Approval of bills payable and payrolls. ACTION {1}

RESOLVED, THAT THE BILLS PAYABLE FOR MARCH 2013 AND PAYROLLS FOR FEBRUARY 2013 BE APPROVED FOR PAYMENT.
- X. Reports of the committees. INFORMATION {2}

- a. Policy—Meeting of March 4, 2013.
- b. Building & Grounds— Meeting of March 14, 2013.
- c. Finance—Meeting of March 14, 2013.
- d. Personnel—Meeting of March 11, 2013.
- e. Art Acquisition—Meetings of March 4, 2013, and March 5, 2013.
- f. Ad hoc committee for board self-evaluation—Meeting of March 11, 2013.

XI. Progress report on the long-range plan. INFORMATION {5}

XII. New business

- a. Demo of Nook e-reader. INFORMATION {2}
- b. Extension of contract with auditor McClure, Inserra & Co. ACTION {2}

RESOLVED, THAT THE BOARD ENGAGE THE AUDITING FIRM MCLURE, INSERRA & CO., CHTD., TO PERFORM THE AUDIT OF THE FINANCIAL STATEMENT FOR FISCAL YEAR ENDED JUNE 30, 2013, ACCORDING TO THE TERMS SET FORTH IN THE FIRM'S ENGAGEMENT LETTER DATED FEBRUARY 1, 2013.

- c. Library's participation in "Light It Up Blue" Autism Awareness Day, April 2, 2013. ACTION {3}

RESOLVED, THAT THE LIBRARY PARTICIPATE IN "LIGHT IT UP BLUE" AUTISM AWARENESS DAY, APRIL 2, 2013.

- d. Use of technology by the Board. INFORMATION AND POSSIBLE ACTION {5}
- e. Trustee development:
 - i. Board training budget and expense report YTD. INFORMATION AND POSSIBLE ACTION {5}
 - ii. Attendance by Laurie Styrcula and one other trustee at the Annual LACONI Trustee Banquet, April 19, 2013, Addison, Ill. ACTION {3}
 - iii. Attendance by Mary Ann Bretzlauf at National Library Legislative Day, May 7-8, 2013, Washington, D.C. ACTION {3}
- f. Policy work: new fiscal policies. ACTION {5}
 - i. Policy 2003 Fund Balance
 - ii. Policy 2007 Debt
 - iii. Policy 2013 Audit
- g. Closing the library for staff development day, Friday, May 10, 2013. ACTION {3}

RESOLVED, THAT THE BOARD CLOSE THE
LIBRARY ON FRIDAY, MAY 10, 2013, FOR STAFF IN-
SERVICE.

- h. Call for special meeting of the Board as Personnel Committee of the Whole. ACTION {3}

- XIII. Agenda items for April regular meeting, if any. POSSIBLE ACTION{5}
- XIV. Executive session to consider the performance of a specific employee [5 ILCS 120/2.(c)(1)], if needed. ACTION {30}

RESOLVED, THAT THE BOARD ENTER INTO EXECUTIVE
SESSION TO CONSIDER THE PERFORMANCE OF THE
EXECUTIVE DIRECTOR.

- XV. Action as a result of considering the performance of a specific employee, if any. ACTION {1}
- XVI. Public forum {5}
Visitors who wish to address the Board at this time are asked to introduce themselves. This item on the agenda will take no more than 15 minutes. The President of the Board will divide this 15-minute segment by the number of persons who have requested to speak to the Board to determine the amount of time allotted to each person. The President will then call on those people one at a time to stand and address the Board for no more than the allotted time.
- XVII. Announcements {5}

- a. By the chair
 - i. Communications to the public
 - ii. Upcoming calendar
 - 1. Next regular board meeting: Tuesday, April 16, 2013, 7:00 p.m.
 - 2. Next committee meetings
 - a. Finance—TBD
 - b. Personnel—TBD
 - c. Policy— TBD
 - d. Building and Grounds—TBD
 - e. Art Acquisition—Monday, April 8, 2013, 6:30 p.m.
 - f. Ad hoc Board Self-Evaluation—TBD
 - 3. Other dates
 - a. Consolidated election—Tuesday, April 9, 2013.
 - b. LACONI Annual Trustee Banquet—Friday, April 19, 2013.
 - c. National Library Legislative Day, Tuesday and Wednesday, May 7-8, 2013, Washington, D.C.
- b. By other trustees or the executive director
 - i. Executive Director's Biennial Trustee Appreciation Dinner—TBD
 - ii. Other.

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Individuals requiring special accommodations as specified by the American with Disabilities Act are requested to notify the Library Director at 847-244-5150 ext.3101 at least 48 hours in advance of this meeting date.

XVIII. Adjournment. ACTION {<1}

RESOLVED, THAT THE MEETING BE ADJOURNED.

{Estimated total duration 109 minutes}