

Warren Newport Public Library

Board of Trustees

Public Hearing: Budget & Appropriations for Fiscal Year 2013-2014

September 17, 2013 6:45 PM

McCullough Board Room

Regular Meeting

September 17, 2013 7:00 PM

or immediately following the Budget & Appropriations hearing

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. Executive session of Personnel Committee, July 22, 2013, to remain closed.
 - ii. Regular meeting of August 20, 2013.
 - iii. Executive session of August 20, 2013, to remain closed.
 - iv. Special meeting of August 27, 2013.
 - b. Financial statements for August 2013.
 - c. Restated financial statements for July 2013.
 - d. Approval of payrolls for August 2013.
 - e. Approval of bills payable for September 2013.
 - f. Executive Director's report for September 2013.
 - g. Patron suggestions for August 2013.
 - h. Revised policies:
 - i. 3015 Materials Selection
 - ii. 3030 Programming
 - iii. 3035 Reference and Readers' Advisory Services
 - iv. 3040 Services to Schools
 - v. 3050 Meeting Rooms
 - vi. 3053 Study Rooms

MOTION: 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. Introduction of new employees: Youth Services Associate Elise Martinez and Graphic Artist Latoya Campbell.
- c. 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. Reports of the standing committees. INFORMATION {1}
- a. Policy & Bylaws—Meeting of September 9, 2013.
- b. Building & Grounds— Meeting of September 12, 2013.
- c. Finance—Meeting of September 12, 2013.
- d. Personnel—Meeting of September 9, 2013.
- e. Art Acquisition—Meeting of August 28, 2012.
- X. Long-range plan: Progress report on community usage assessment.
INFORMATION {5}
- XI. New business
- a. Presentation on investment of library funds by Courtney Rios of PMA Financial. ACTION
MOTION: THAT THE LIBRARY DISTRICT ENGAGE PMA TO MANAGE ITS INVESTMENTS.
- b. Final preparation for October 6th event, Lauren Chilvers facilitator.
INFORMATION
- c. Ordinance 2013/2014-4: Annual Budget and Appropriations. ACTION {3}
MOTION: THAT THE BOARD ADOPT ORDINANCE 2013/2014-4, BUDGET AND APPROPRIATIONS FOR FISCAL YEAR 2013-2014.
- d. Resolution 2013/2014-1 proclaiming October 2013 Healthy Communities Healthy Youth “Let’s Talk” Month. ACTION {3}
MOTION: THAT THE BOARD ADOPT RESOLUTION 2013/2014-1 PROCLAIMING OCTOBER 2012 HEALTHY COMMUNITIES HEALTHY YOUTH “LET’S TALK” MONTH.
- e. Resolution 2013/2014-2 Proclamation for National Friends of the Library Week. ACTION {3}

MOTION: THAT RESOLUTION 2013/2014-2
PROCLAMATION FOR NATIONAL FRIENDS OF THE
LIBRARY WEEK BE ADOPTED.

- f. Revision to Policy 2005 Investment of Public Funds, first reading.
INFORMATION AND POSSIBLE ACTION {5}
- g. Requirements for the Per Capita Grant for fiscal year 2014.
INFORMATION
 - i. Review of Chapter 10, "Marketing," of Serving Our Public 2.0:
Standards for Illinois Public Libraries, 2009. {3}
 - ii. Environmental scan conclusion. {10}
- h. Submission of application for Illinois Public Library Per Capita Grant for
fiscal year 2014. ACTION {2}

MOTION: THAT THE APPLICATION FOR THE ILLINOIS
PUBLIC LIBRARY PER CAPITA GRANT FOR FISCAL YEAR
2014 BE SUBMITTED.

- i. Other potentially actionable items: Agenda items for October regular
meeting. {3}
 - i. Acceptance of audited financial statement for fiscal year 2012-
2013.
 - ii. Report from Turks Cap Consulting on the community usage
assessment.
 - iii. Resolution to estimate funds needed for fiscal year 2013-2014.
 - iv. Other

XII. Unfinished business:

- a. Jigsaw: Library/community partnerships such as those developed by the
Skokie Public Library. INFORMATION {15}

XIII. Public forum

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.

XIV. Announcements {10}

- a. By the chair
 - i. Communications to the public
 - ii. Upcoming calendar
 - 1. Next regular board meeting: Tuesday, October 15, 2013,
7:00 p.m.
 - 2. Next committee meetings

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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.

- a. Finance—Thursday, October 10, 2013, 8:00 p.m.
 - b. Personnel—Monday, September 23, 2013, 7:30 p.m.
 - c. Policy— TBD
 - d. Building and Grounds—Thursday, October 10, 2013, 7:00 p.m.
 - e. Art Acquisitions—Monday, September 23, 2013, 6:30 p.m.
3. Other dates
- a. Intergovernmental picnic—Thursday, September 26, 6:00 p.m., Prairie Trail School, Wadsworth.
 - b. “Toast and Tour” Meet and Greet, Sunday, October 6, 2013, 12:00 noon.
 - c. Illinois Library Association Annual Conference, Trustee Day, Wednesday, October 16, 2013, Chicago.
- b. By other trustees or the director
- XV. Adjournment. ACTION { <1 }

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration XX minutes}