

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

Mary Ann Bretzlauf, President
Socrates Rivers, Vice-President
Andrea Farr Capizzi, Treasurer
Jo Beckwith, Secretary

Ronald J. Friedman
Robert H. Diehl, Sr.
Ravisankar Kondin

**Regular Meeting
August 20, 2013
McCullough Board Room**

Call to Order

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

Trustees present: Bretzlauf, Diehl, Farr Capizzi, Kondin and Rivers

Trustees absent: Beckwith, Friedman

Also present: Executive Director Stephen Bero, Recording Secretary Lauren Chilvers, Noreen Reese, Janice Marsh, Paula Pena, Doug Wideburg, Robert Palamar, Amanda Margis and Melissa Lieb

Pledge of Allegiance

President Bretzlauf led those present in the Pledge of Allegiance.

Reading of Mission Statement

Vice President Rivers read the Mission Statement aloud.

Consent Agenda for:

- a) Secretary's Report - Approval of minutes as received or corrected:
 - i. Regular meeting of July 16, 2013, corrected
 - ii. Executive session of July 16, 2013, to remain closed
- b) Financial Statements for July 2013
- c) Executive Director's Report for August
- d) Patron Suggestions for July 2013
- e) Policy Work:
 - i. Policy 1007 Electronic Communication among Trustees, revised

ii. Policy 3065 Technology Use by the Public, revised

Treasurer Farr Capizzi moved and Vice President Rivers seconded a motion to accept the Consent Agenda with removal of item e).

The motion carried on a roll-call vote as follows:

Ayes: Diehl, Kondin, Bretzlauf, Farr Capizzi, Rivers

Absent: Beckwith, Friedman

Items(s) removed from consent agenda, if any

Vice President Rivers removed item e) from the consent agenda.

Treasurer Farr Capizzi moved and Trustee Diehl seconded to accept Policies 1007 Electronic Communication among Trustees and Policy 3065 Technology Use by the Public as submitted.

The motion carried on a roll call vote as follows:

Ayes: Rivers, Diehl, Bretzlauf, Farr Capizzi

Abstain: Kondin

Absent: Friedman, Beckwith

President's Report. None

Reports of Other Trustees

- a. Dominican University Trustee Training, August 3, 2013, Gail Borden Public Library, Elgin: Trustees Friedman, Kondin and Rivers.

Trustee Kondin gave an oral report. Vice President Rivers also gave an oral report. Both Trustees found the training informative and helpful.

- b. Other:

President Bretzlauf visited Teton Public Library in Jackson Hole, Wyoming and also visited the library in Hampstead, England.

Treasurer Farr Capizzi visited Hennepin County Library in Minneapolis, Minnesota and also the Free Little Library by her park.

Trustee Diehl looked into getting the name of the street Brookhaven that is adjacent to the library changed to "Bookhaven".

Correspondence, Communications, and public comments

- a. Written:

i. Memoranda from attorney Roger Ritzman

ii. Other

President Bretzlauf presented the monthly collage of programs.

- b. Report from the Library's Relay for Life team: Amanda Margis, Children's Web services Librarian and team leader.
Amanda Margis gave an oral report. The library won most spirited again this year, and surpassed their fundraising goal.
- c. Public comments
Jan Marsh announced that Trustees of the library can have their portrait taken by Nancy Stricker in graphics.

Approval of bills payable and payrolls

Treasurer Farr Capizzi moved and Vice President Rivers seconded that the bills payable for August 2013 and payrolls for July 2013 be approved for payment.

The motion carried on a roll call vote as follows:

Ayes: Rivers, Diehl, Farr Capizzi, Bretzlauf, Kondin

Absent: Beckwith, Friedman

Reports of Committees

- a. Policy – Meeting of August 13, 2013
- b. Building & Grounds - Meeting of August 15, 2013
Vice President Rivers gave an oral update.
Trustee Diehl mentioned that "certain things keep getting pushed away," but he would not elaborate."
- c. Finance- Meeting of August 15, 2013
Treasurer Farr Capizzi commented that the decision on the investment firm is postponed to September.
- d. Personnel- Meeting of July 22, 2013
- e. Art Acquisition- Meeting of July 29, 2013
- f. Board Self-Evaluation- No meeting

Committee Appointments

- a. Appointment of ad hoc committee to audit secretary's minutes for fiscal year 2012-2013 for the Illinois Public Library Annual Report
Vice President Rivers and Trustee Kondin will audit the secretary's minutes for the fiscal year 2012-2013 for the IPLAR.
- b. Dissolution of ad hoc Board Self-Evaluation Committee
President Bretzlauf dissolved the Committee.

Long-range plan: Progress Report on community usage assessment

President Bretzlauf mentioned the dramatic increase in the district's Hispanic population. Treasurer Farr Capizzi commented on the increase in population in the Northeastern corner. Executive Director Bero emphasized that the Northeastern corner was not part of our District in 2000, but it was added in 2005. This part of the District required the bookmobile services. Vice President Rivers mentioned the large increase in the Hispanic, Indian and Asian population in the library's district.

New Business

- a. Award of contract for roof replacement project

Vice President Rivers moved and Trustee Kondin seconded that the Library District award the contract for the roof and skylight replacement project to the lowest responsible bidder Riddiford Roofing in the amount not to exceed \$478,600.90 and revise the working budget to add \$122,311.90 to the capital project expense account in the special reserve fund.

The motion carried on a roll call vote as follows:

Ayes: Rivers, Diehl, Bretzlauf, Farr Capizzi, Kondin

Absent: Beckwith, Friedman

Trustee Diehl left the meeting room at 8:54 p.m.

- b. Filing of the Illinois Public Library Annual Report (IPLAR) for fiscal year 2012-2013.

Vice President Rivers moved and Trustee Kondin seconded that the Illinois Public Library Annual Report (IPLAR) for fiscal year ended June 30, 2013 be accepted for filing.

The motion carried on a roll call vote as follows:

Ayes: Rivers, Bretzlauf, Farr Capizzi, Kondin

Absent: Friedman, Beckwith, Diehl

- c. Requirements for the Per Capita Grant for fiscal year 2014:

Environmental scan of the community, continued

Treasurer Farr Capizzi suggested Outreach Services and Bookmobile as strengths of the library. She also suggested added marketing to our constituency opportunities. President Bretzlauf suggested adding emergency preparedness as an opportunity.

Trustee Diehl returned at 8:59 p.m.

Unfinished Business

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

Vice President Rivers moved and Trustee Kondin seconded to move the Jigsaw to September 2013 Board meeting.

The motion carried on a roll call vote as follows:

Ayes: Bretzlauf, Diehl, Farr Capizzi, Kondin, Rivers

Absent: Friedman, Beckwith

Agenda items for September 2013 regular meeting

- a. Engagement of investment firm. The library stands to make \$1,500 a month from investments.
- b. Annual Budget & Appropriations Ordinance
- c. Application for Per Capita Grant
- d. Proclamation for Healthy Communities Healthy Youth “Let’s Talk Month” and National Friends of the Library Week in October
- e. Other
 - Jigsaw
 - Progress report on roof project
 - Assessment report.

Executive Session to consider litigation, when action is probable or imminent [5 ILCS 120/2 (c) (1)]

Vice President Rivers moved and Trustee Kondin seconded a motion that the Board enter into Executive Session to consider probable litigation and consider the performance of the Executive Director: Midyear review.

Executive Director Bero was invited to the first part of the executive session.

The motion carried on a roll call vote as follows:

Ayes: Kondin, Bretzlauf, Rivers, Farr Capizzi, Diehl

Absent: Beckwith, Friedman

Executive session: 9:15 p.m.

Reconvene open session: 10.29 p.m.

Action as a result of considering probable litigation. None.

Action as a result of considering the performance of the Executive Director: Midyear review. None.

Public Forum

Vice President Rivers moved and Treasurer Farr Capizzi seconded to refer to Policy Committee to consider eliminating one of the Public Comments from the Agenda.

The motion carried on all Ayes voice vote.

Announcements

a. By the chair:

- i. Communications to the public
- ii. Upcoming calendar
1. Special Board meeting/focus group for community usage assessment: Tuesday, August 27th, 2013, 7:00 p.m.
2. Public hearing for the annual budget & appropriations: Tuesday, September 17, 2013, 6:45 p.m.
3. Next regular Board meeting: Tuesday, September 17, 2013, 7:00 p.m. or immediately after the public hearing.
4. Next Committee meetings:
 - a. Finance – Thursday, September 12, 2013, 8:00 p.m.
 - b. Personnel – Monday, September 9, 7:00 p.m.
 - c. Policy – Monday, September 9, 2013, 9:30 a.m.
 - d. Building and Grounds – Thursday, September 12, 2013, 7:00 p.m.
 - e. Art Acquisition – Wednesday, August 28, 2013, 6:30 p.m.
5. Other dates:
 - a. 40th Anniversary Celebration/Donor Recognition: Tour and Meet-And-Greet, Sunday, October 6. 2013, 12 noon to 3:00 p.m.

b. By other trustees or the director

Adjournment

Treasurer Farr Capizzi moved and Trustee Kondin seconded the motion that the meeting be adjourned.

The motion carried on a voice vote.

President Bretzlauf adjourned the meeting at 10:52 p.m.

Jo Beckwith
Secretary

Approved: _____

Lauren Romeo Chilvers
Recording Secretary