

Warren Newport Public Library

Board of Trustees

Regular Meeting

February 21, 2017 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. Safety Instructions {1}
- V. 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.
 - i. Regular meeting of January 17, 2017.
 - b. Monthly financial report for December 2016.
 - c. Approval of payrolls for January 2017.
 - d. Approval of bills payable for February 2017.
 - e. Patron suggestions from January 2017.
 - f. Approval of Board policies:
 - i. 2015 Imprest Account.
 - g. Approval of Personnel policies:
 - i. 115 Serious Illnesses in the Workplace
 - ii. 203 Employment Reference Checks.
 - iii. 204 Personnel Data Changes.
- MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.
- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. President's report. INFORMATION {2}
- VIII. Reports of other trustees. INFORMATION {5}
- IX. Correspondence, communications, and public comments. INFORMATION {20}
 - a. Written:

- i. Memoranda from legal counsel, if any.
 - ii. Other.
 - b. Public comments
Visitors will be granted 3 minutes to introduce themselves and present any issues they wish to discuss, not to exceed a total of 20 minutes. Speakers who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
- X. Executive Director's report for February 2017. INFORMATION {3}
- XI. Committee and Advisory Group reports. INFORMATION {2}
 - a. Committee of the Whole—Meeting of February 7, 2017.
 - i. General; Personnel.
 - ii. Finance.
 - iii. Buildings and Grounds.
 - iv. Policy.
- XII. Unfinished business
 - a. Fundraising update {5}
 - b. Board self-evaluation {20}
- XIII. New business
 - a. Personnel Policy 202 Personnel Files. ACTION{2}
MOTION: THAT PERSONNEL POLICY 202
PERSONNEL FILES BE APPROVED AS PRESENTED.
 - b. Other potentially actionable items: Agenda items for March 2017 regular meeting. ACTION {5}
 - i. Other
- XIV. Public forum {15}
Visitors will be granted 3 minutes to introduce themselves and present any issues they wish to discuss, not to exceed a total of 15 minutes. Speakers who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking
- XV. Announcements {5}

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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. By the chair
 - i. Communications to the public
 - ii. Upcoming calendar
 - 1. Next regular board meeting: Tuesday, March 21, 2017, 7:00 p.m.
 - 2. Next Committee of the Whole: Tuesday, March 7, 2017, 7:00 p.m.

- b. By other trustees or the director

XVI. Adjournment. ACTION { <1 }

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 96 minutes}