

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**Tuesday, June 20, 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 Instruction {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 of the Regular Meeting May 16, 2017.
  - b. Monthly financial report for April 2017.
  - c. Approval of payrolls for May 2017.
  - d. Approval of bills payable for June 2017.
  - e. Patron suggestions from May 2017.
  - f. Approval of Personnel policies:
    - i. 208 Employment Applications
    - ii. 210 Job Descriptions

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 {1}
- 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 June 2017, to include strategic plan progress report. INFORMATION {3}
- XI. Committee and Advisory Group reports. INFORMATION {2}
  - a. Committee of the Whole – Meeting of June 6, 2017
    - i. General and personnel.
    - ii. Building and Grounds.
    - iii. Finance.
    - iv. Policy.
- XII. New business
  - a. Adoption of working budget for FY2017-2018 ACTION {5}  
MOTION: THAT THE BUDGET FOR FY2017-2018 BE ADOPTED AS PRESENTED.
  - b. Adoption of Intergovernmental Library Agreement to formally establish Electronic Content Consortium (i.e., the governance body for My Media Mall) ACTION {5}  
MOTION: THAT THE INTERGOVERNMENTAL LIBRARY AGREEMENT TO FORMALLY ESTABLISH THE ELECTRONIC CONTENT CONSORTIUM BE ADOPTED AS PRESENTED.
  - c. 1001 Bylaws ACTION {5}  
MOTION: THAT POLICY 1001 BYLAWS BE APPROVED AS PRESENTED.
  - d. 202 Personnel Files ACTION {5}  
MOTION: THAT POLICY 202 PERSONEL FILES BE APPROVED AS PRESENTED.
  - e. 2040 Wage Scale ACTION {5}  
MOTION: THAT POLICY 2040 WAGE SCALE BE APPROVED AS PRESENTED.
  - f. Ordinance 2016/2017-10 Annual Meeting Schedule for FY2017-2018 ACTION {2}

MOTION: THAT ORDINANCE 2016/2017-10 ANNUAL MEETING SCHEDULE FOR FY2017-2018 BE ADOPTED AS PRESENTED.

- g. Ordinance 2016/2017-11 Prevailing Wage Rate for FY2017-2018 ACTION {2}

MOTION: THAT ORDINANCE 2016/2017-11 PREVAILING WAGE RATE FOR FY2017-2018 BE ADOPTED AS PRESENTED.

- h. Ordinance 2016/2017-12 Transfer to the Special Reserve Fund ACTION {2}

MOTION: THAT ORDINANCE 2016/2017-12 TRANSFER TO SPECIAL RESERVE FUND BE ADOPTED AS PRESENTED.

- i. Resolution 2016/2017-6 Appointing Jennifer Hoy Authorized Agent for the Illinois Municipal Retirement Fund {2}

MOTION: THAT RESOLUTION 2016/2017-6 APPOINTING JENNIFER HOY AUTHORIZED AGENT FOR THE ILLINOIS MUNICIPAL RETIREMENT FUND BE ADOPTED AS PRESENTED.

- j. Recording volunteer hours. INFORMATION {5}

- k. Other potentially actionable items: Agenda items July 2017 Regular Meeting. ACTION {5}

i. Tentative Budget and Appropriations Ordinance

ii. Building, Sites & Maintenance Ordinance

iii. Annual Review of Non-Resident Card Participation

iv. Audit of closed minutes

v. Begin work on audit

vi. Requirements for IPLAR FY2016-2017

vii. New and Notable

viii. Other

### XIII. 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*

### XIV. Announcements {5}

- a. By the chair

i. Communications to the public

ii. Upcoming calendar

1. Next Regular Board Meeting: Tuesday, July 18, 2017, 7:00 p.m.
2. Next Committee of the Whole Meeting: Wednesday, July 5, 2017, 7:00 p.m.
3. Bikers for Books: August 27, 10:00 a.m. to 2:00 p.m.

b. By other trustees or the director

XV. Adjournment. ACTION { <1 }

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 106 minutes}