

Warren Newport Public Library

Board of Trustees

Regular Meeting
July 18, 2017 7:00 PM
McCullough 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. 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.
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {2}
 - a. Approval of payrolls for June 2017.
 - b. Approval of bills payable for July 2017.
 - c. Patron suggestions from June 2017.
 - d. Board Policies for approval:
 - i. 4030 FOIA
 - e. Personnel Policies for approval:
 - i. 212 Salary Administration
 - f. Ordinances
 - i. 2017/2018-1 Building, Sites and Maintenance Levy.
 - ii. 2017/2018-2 Non-Resident Library Card Program.

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 and communications. INFORMATION {5}

- a. Written:
 - i. Memoranda from legal counsel, if any.
 - ii. Other.
- X. Reports of the standing committees. INFORMATION {2}
 - a. Committee of the Whole—Meeting of July 5, 2017
 - i. General
 - ii. Buildings and Grounds
 - iii. Policy
- XI. Director’s report for June 2017. INFORMATION {2}
- XII. Old Business
 - a. Bank and credit card fees
- XIII. New business
 - a. Secretary’s report: Approval of minutes
 - i. Regular meeting of June 20, 2017.
 - b. Monthly financial report for May 2017.
 - c. Monthly financial report for June 2017.
 - d. Adoption of Ordinance 2017/2018-3 Tentative Annual Budget & Appropriation. ACTION {2}

MOTION: THAT THE BOARD ADOPT ORDINANCE
2017/2018-3, TENTATIVE BUDGET AND
APPROPRIATION FOR FISCAL YEAR 2017-2018.
 - e. Setting the public hearing for the annual budget and appropriation.
{2}

MOTION: THAT THE PUBLIC HEARING FOR THE
ANNUAL BUDGET & APPROPRIATION BE SET FOR
TUESDAY, SEPTEMBER 19, AT 6:45 P.M. IN THE
MCCULLOUGH ROOM
 - f. Requirements for IPLAR and Per Capita Grant FY 2018.
INFORMATION {2}
 - g. Semi-annual review of closed minutes. ACTION {2}
 - h. Other potentially actionable items: Agenda items August 2017
Committee of the Whole. ACTION {5}
 - i. Finance

1. Board Development: What to look for in financial statements
 - ii. Building and Grounds
 1. Skylights
 2. Disaster Plan
 - iii. Policy
 1. 2035 Disposal of Surplus Materials/Personal Property
 2. 4001 Community/Interlibrary Cooperation Policy
 - iv. Personnel
 1. 280 Normal Weekly Hours
 - v. General
 1. Trustee Development: United for Libraries Short Takes video
 2. Board Knowledge Project
 3. Reporting Board time
 - i. Other potentially actionable items: Agenda items August 2017 regular meeting. ACTION {5}
 - i. Illinois Public Library Annual Report (IPLAR)
 - ii. 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}
- a. By the chair
 - i. Communications to the public
 - ii. Upcoming calendar
 1. Next regular board meeting: Tuesday, August 15, 2017, 7:00 p.m.
 2. Next advisory group and/or committee meetings
 - a. Committee of the Whole: Tuesday, August 1, 2017, 7:00 p.m.
 - b. Art Acquisition Advisory Group: Tuesday, August 15, 2017, 6:00 p.m.

3. Gurnee Days Parade: Sunday, August 12, 2017, 11:00 a.m.
4. Bikers for Books: August 27, 10 a.m. to 3 p.m.
5. ILA Annual Conference, Donald E. Stephens Convention Center, October 10-12, 2017 (Trustee Day is Thursday, October 12, 2017).

b. By other trustees or the director

XVI. Adjournment. ACTION { <1 }

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 64 minutes}