

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

November 21, 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. First new business
  - a. Board Policy 2022 Endowment Fund. ACTION {5}

MOTION: THAT POLICY 2022 ENDOWMENT FUND BE APPROVED AS PRESENTED.
  - b. Ordinance 2017/2018-5 Ordinance Establishing Endowment Fund. ACTION {5}

MOTION: THAT THE BOARD ADOPT ORDINANCE 2017/2018-5, IN ORDER TO ESTABLISH AN ENDOWMENT FUND.
  - c. Acceptance of Nancy and Irv Sheldon's donation to establish endowment fund. ACTION {5}

MOTION: THAT THE BOARD ACKNOWLEDGE THE GENEROSITY OF NANCY AND IRV SHELDON WITH GRATEFUL ACCEPTANCE OF THEIR DONATION OF \$25,000 FOR THE ESTABLISHMENT OF AN ENDOWMENT FUND TO BENEFIT THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT AND ITS USERS FOR YEARS TO COME.
- V. Public Comments, Correspondence, and Communications. INFORMATION {20}
  - a. Public Comments

*The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues,*

*not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.*

- b. Written:
  - i. Memoranda from legal counsel, if any.
  - ii. Other.
- VI. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {2}
  - a. Approval of payrolls for October 2017.
  - b. Approval of bills payable for November 2017.
  - c. Patron suggestions from October 2017.
  - d. Board Policies for approval:
    - i. 4013 Gift Donation

**MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.**

- VII. Item(s) removed from consent agenda, if any. ACTION {5}
- VIII. President's report. INFORMATION {1}
- IX. Reports of other trustees. INFORMATION {5}
- X. Reports of the standing committees. INFORMATION {2}
  - a. Committee of the Whole—Meeting of November 1, 2017
    - i. General and Personnel
    - ii. Buildings and Grounds
    - iii. Policy
  - b. Finance Committee – Meeting of November 1, 2017
    - i. Auditor Search
- XI. Executive Director's report for October 2017. INFORMATION {5}
- XII. Unfinished business. INFORMATION {5}
  - a. Skylight update
- XIII. Second new business
  - a. Ordinance 2017/2018-6: Annual Levy. ACTION {10}

**MOTION: THAT THE BOARD ADOPT ORDINANCE 2017/2018-6, LEVY FOR FISCAL YEAR 2017-2018.**

- b. Secretary's report: Approval of Minutes of the Regular Meeting October 17, 2017. ACTION {2}
- c. Monthly financial report for September 2017. ACTION {10}
- d. Treasurer's report of annual receipts and disbursements. ACTION {5}

MOTION: THAT THE BOARD ACCEPT THE  
TREASURER'S REPORT OF ANNUAL RECEIPTS AND  
DISBURSEMENTS FOR FILING.

- e. Year-end bonuses for staff. ACTION {3}

MOTION: THAT THE BOARD CELEBRATE WNPL'S  
WONDERFUL LIBRARY STAFF FOR THEIR SERVICE TO  
OUR COMMUNITY AND THAT WE ACKNOWLEDGE  
THEIR EXCELLENT WORK WITH THE STAFF BONUSES  
INCLUDED IN THE CURRENT BUDGET PRIOR TO  
DECEMBER 31, 2017.

- f. Semi-annual review of closed Executive Session minutes.  
INFORMATION {2}
- g. Per Capita Grant requirements. INFORMATION {5}
- h. Reading History Opt In. POSSIBLE ACTION {10}
- i. Other potentially actionable items: Agenda items December 2017  
Regular Meeting. ACTION {5}
  - i. Semi-annual review of closed Executive Session minutes
  - ii. Per Capita Grant approval
  - iii. Other

- XIV. Enter into Executive Session to review the performance of a specific  
employee [5ILCS 120/2.(c)(1)]. ACTION {30}

MOTION: THAT THE BOARD ENTER INTO EXECUTIVE SESSION  
5ILCS 120/2(c)(1) TO DISCUSS THE PERFORMANCE OF THE  
EXECUTIVE DIRECTOR.

- XV. Reconvene Regular Meeting. {1}

- XVI. Public forum {15}

*The Board of Trustees allows up to 15 minutes for Public Forum.*

*Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.*

XVII. Announcements {5}

a. By the chair

i. Communications to the public

ii. Upcoming calendar

1. Next Committee of the Whole: Tuesday, December 5, 2017, 7:00 p.m.
2. Next regular board meeting: Tuesday, December 19, 2017, 7:00 p.m.

b. By other trustees or the director

XVIII. Adjournment. ACTION { <1 }

**MOTION: THAT THE MEETING BE ADJOURNED.**

{Estimated total duration 167 minutes}