

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

August 21, 2018 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, 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.
- V. Trident Robotics Team Donation of 3D Printer INFORMATION {10}  
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:
    - i. Regular Meeting July 17, 2018
    - ii. Executive Session August 7, 2018, to remain closed to the public.
  - b. Approval of payrolls for July 2018.
  - c. Approval of bills payable for June 2018.
  - d. Patron suggestions from July 2018.
  - e. Board Policies for approval:
    - i. 1035 Legal Counsel and Professional Consultation
    - ii. 2010 Routine Banking Procedures
    - iii. 2025 Purchasing (Bids-Quotations)
  - f. Personnel Policy for approval:

- i. 324 Employee Assistance Program
- ii. 326 Flexible Spending Account

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

- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. Trustee vacancy update. Declaration of vacancy in the office of library Trustee/Acceptance of Resignation of Trustee Tom Colwell. ACTION {5}
- VIII. Action as a result of consideration the selection of a person to fill a public office. Appointment of a person to fill the vacant seat on the library board. ACTION{5}
- IX. Swearing in of newly appointed trustee by the secretary {5}
- X. Resolution in honor of trustee Tom Colwell {5}
- XI. Recess for informal acknowledgement of outgoing and incoming Trustees {15}
- XII. Election of Vice President ACTION {5}
- XIII. Appointment of Buildings and Grounds Chair ACTION {2}
- XIV. President's report. INFORMATION {1}
- XV. Reports of other trustees. INFORMATION {5}
- XVI. Reports of the standing committees. INFORMATION {2}
  - a. Committee of the Whole—Meeting of August 7, 2018
    - i. General, Finance, and Personnel
    - ii. Policy
- XVII. Executive Director's report for July 2018. INFORMATION {5}
- XVIII. Old business
  - a. Semi Annual Review of Closed Minutes. ACTION {5}
- XIX. New business
  - a. Monthly financial report for June 2018. ACTION {5}
  - b. Illinois Public Library Annual Report for 2018. ACTION {5}

**MOTION: THAT THE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR 2018 BE APPROVED AS PRESENTED**

- c. Other potentially actionable items: Agenda items September 2018 Regular Meeting. ACTION {5}
  - i. FY 2018-2019 Budget
  - ii. Budget and Appropriation Ordinance
  - iii. Proclamation Friends of the Library Week
  - iv. Audit
  - v. Treasurer's Annual Report of all Receipts and Expenditures
  - vi. Transfer unexpended funds from prior FY to Special Reserve Fund
  - vii. Other

XX. 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.*

XXI. Announcements {5}

a. By the chair

- i. Communications to the public
- ii. Upcoming calendar

1. Friends of the Library meeting: Thursday, August 23, 2018, 1:00 p.m.
2. September is Library Card Sign-up Month.
3. Library Closed, Labor Day, Monday, September 3, 2018.
4. Next Committee of the Whole: Tuesday, September 4, 2018, 7:00 p.m.
5. Public Hearing: Monday, September 17, 2018, 6:45 p.m.
6. Next Regular Board Meeting: Monday, September 17, 2018, 7:00 p.m.
7. Tuesday, September 18, 2018, first day to circulate nomination petitions for office of Library Trustee, Consolidated Election April 2, 2019.
8. Banned Books Week, Sunday, September 23 -29, 2018
9. Celebration Square Dedication Event, Saturday, November 3, 2:00 p.m.

b. By other trustees or the director

XXII. Adjournment. ACTION { <1 }

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

224 North O'Plaine Road, Gurnee, Illinois 60031  
847-244-5150 FAX 847-244-3499  
[www.wnpl.info](http://www.wnpl.info)

*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.*

Warren-Newport Public Library District  
Board of Trustees  
Regular Meeting August 21, 2018  
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{Estimated total duration 136 minutes}

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