

# Warren Newport Public Library

## Board of Trustees

Committee of the Whole

**Tuesday, August 7, 2018 7:00 PM**

**McCullough Board Room**

### AGENDA

- I. Call to order
- II. Public Comment {20}  
*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.*
- III. Enter into Executive Session to consider the selection of a person to fill a public office [5ILCS 120/2.(c)(3)] Action {60}  
**RESOLVED, THAT THE BOARD ENTER INTO EXECUTIVE SESSION, TO CONSIDER THE SELECTION OF A PERSON TO FILL THE VACANCY IN THE OFFICE OF LIBRARY TRUSTEE [5ILCS 120/2.(c)(3)], AND TO INCLUDE EXECUTIVE DIRECTOR LIVERGOOD.**
- IV. Reconvene Committee of the Whole meeting
- V. Finance Committee of the Whole: Andrea Farr Capizzi, Treasurer and Chair {10}
  - a. Review June 2018 financial statements
  - b. Treasurer's annual report of all receipts and expenditures
- VI. Policy Committee of the Whole: Kathleen Kettman, Chair {15}
  - a. 1035 Legal Counsel and Professional Consultation
  - b. 2010 Routine Banking Procedures
  - c. 2025 Purchasing (Bids-Quotations)
- VII. Personnel Committee of the Whole: Jo Beckwith, President {15}
  - a. 324 Employee Assistance Program

- b. 326 Flexible Spending Account (FSA)
- VIII. General Committee of the Whole: Jo Beckwith, President {20}
- a. WNPL Development Council / Fundraising Update
  - b. Illinois Public Library Annual Report for 2018
  - c. Semi Annual Review of Closed Minutes
  - d. Committee of the Whole calendar
  - e. Trustee Development & Training:
    - i. Per Capita Grant requirements
    - ii. Andrea Farr Capizzi visit to CPL
    - iii. Trustee Membership for ALA and/or ILA
- IX. Agenda items for Committee of the Whole for Next Month {5}
- a. Finance:
    - i. Review of July 2018 financial statements
    - ii. Treasurer's Annual Report of all Receipts and Expenditures
    - iii. Transfer unexpended funds from prior FY to Special Reserve Fund
  - b. Buildings and Grounds
  - c. Policy and Bylaws
  - d. Personnel
  - e. General
- X. Agenda Items for next Regular Board Meeting
- XI. Announcements {2}
- a. Gurnee Days, August 9 through 12, 2018, various events
  - b. Regular Board Meeting, August 21, 2018, 7:00 p.m.
  - c. Committee of the Whole, Tuesday, September 4, 2018, 7:00 p.m.
- XII. Adjournment {1}
- {Estimated duration: 148 minutes}