

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

February 18, 2020 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. 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. Consent agenda. (Any trustee may remove items from the consent agenda for separate action by the Board.) ACTION {2}
  - a. Reports of Standing Committees. Committee of the Whole Meeting, February 4, 2020.
    - i. Finance
    - ii. Building & Grounds
    - iii. Policies
    - iv. Summary, Personnel and General
  - b. Approval of payrolls for January 2020.
  - c. Approval of bills payable for December 2019.
  - d. Patron suggestions from January 2020.
  - e. Board Policies for approval:
    - i. 2015 Imprest Account
    - ii. 2022 Endowment Fund
    - iii. 3045 The Vault
    - iv. 3065 Technology Use by the Public
  - f. Personnel Policies for approval:

- i. 501 Safety
- ii. 502 Work Schedules
- iii. 505 Smoking

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

- VI. Item(s) removed from consent agenda, if any. ACTION {2}
- VII. President's Report. INFORMATION {5}
- VIII. Reports of other Trustees. INFORMATION {5}
- IX. Executive Director's report January 2020. INFORMATION {5}
- X. Old business
  - a. Strategic Plan 2020-2022. INFORMATION{5}
  - b. Board Self Evaluation. INFORMATION {5}
- XI. New business.
  - a. Secretary's Report. Approval of Minutes of the Regular Meeting January 21, 2020. ACTION {2}
  - b. Monthly Financial Statements for December 2019. ACTION {2}
  - MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR DECEMBER 2019 AS PRESENTED.**
  - c. Intergovernmental Agreement between Village of Gurnee and The Warren-Newport Public Library District to contract for the repair and maintenance of parking lots Phase two 2020. ACTION {5}
  - MOTION: THAT THE BOARD APPROVE INTERGOVERNMENTAL AGREEMENT BETWEEN VILLAGE OF GURNEE AND THE WARRREN-NEWPORT PUBLIC LIBRARY DISTRICT TO CONTRACT FOR THE REPAIR AND MAINTENANCE OF PARKING LOTS PHASE TWO 2020.**
  - d. Capital projects evaluation criteria. INFORMATION {30}
  - e. Other potentially actionable items: Agenda items March 2020 Regular Meeting. {5}
    - i. Monthly Financial Reports for January & February
    - ii. Other.
- XII. 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.*
- XIII. Announcements. {5}
  - a. By the chair.
    - i. Communications to the public.

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[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.*

ii. Upcoming calendar.

1. Next Committee of the Whole Meeting: Tuesday, March 3, 2020, 7:00 p.m.

2. Regular Board Meeting: Tuesday, March 17, 2020, 7:00 p.m.

b. By other trustees or the director.

XIV. Adjournment. ACTION { <1 }

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 117 minutes }