

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

June 16, 2020 7:00 PM

Videoconference

**Members of the public can attend the meeting by telephone:  
312-626-6799 (when prompted, type in the following Meeting ID: 843 1893  
0786)**

**Members of the public are encouraged to submit public comments prior to the meeting by sending an e-mail to [rlivergood\[at\]wnpl.info](mailto:rlivergood[at]wnpl.info) (substitute an “@” for the [at] in the e-mail address) using “Public Comment” in the subject line.**

### 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. Secretary’s Report. Approval of Minutes of the Regular Meeting May 19, 2020.
  - b. Reports of Standing Committees. Committee of the Whole Meeting, June 2, 2020.
    - i. Finance
    - ii. Building & Grounds
    - iii. Policy

- iv. Summary, Personnel and General
- c. Monthly financial report for April 2020.
- d. Approval of payrolls for May 2020.
- e. Approval of bills payable for April 2020.
- f. Board Policies for approval:
  - i. 1007 Electronic Communication among Trustees
  - ii. 1045 Minutes and Recordings of Executive Sessions
  - iii. 2040 Wage Scale
- g. Personnel Policies for approval:
  - i. 522 Workplace Violence Prevention
  - ii. 528 Suggestions for Improvement
- h. Personnel Policy for elimination: 524 Ergonomics

**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 for May 2020. INFORMATION {5}
- X. New business.
  - a. Adoption of working budget for FY 2020-2021. ACTION {10}  
**MOTION: THAT THE WORKING BUDGET FOR FY 2020-2021 BE APPROVED AS PRESENTED.**
  - b. Ordinance 2019/2020-8 Regular Meeting Schedule for FY 20-21. ACTION {5}  
**MOTION: THAT THE BOARD APPROVE ORDINANCE 2019/2020-8 REGULAR MEETING SCHEDULE FOR FY 20-21.**
  - c. Ordinance 2019/2020-9 Transfer to Special Reserve Fund. ACTION {5}  
**MOTION: THAT THE BOARD APPROVE ORDINANCE 2019/2020-9 TRANSFER TO SPECIAL RESERVE FUND.**
  - d. Semi Annual Review of Closed minutes. INFORMATION AND POSSIBLE ACTION {2}
  - e. Other potentially actionable items: Agenda items July 2020 Regular Meeting. {5}
    - i. Building, Sites and Maintenance Ordinance
    - ii. Tentative Budget and Appropriations Ordinance
    - iii. Adoption of working budget for Fiscal Year 2020-2021
    - iv. Annual Review of Non-Resident card participation

- v. Audit of Regular Meeting Minutes FY19-20
- vi. Semi-annual review of closed session minutes
- vii. Quarterly review: self-evaluation Board goals
- viii. Other.

XI. 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.*

XII. Announcements. {5}

a. By the chair.

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

- 1. Next Committee of the Whole Meeting: Tuesday, July 7, 2020, 7:00 p.m.
- 2. Regular Board Meeting: Tuesday, July 21, 2020, 7:00 p.m.

b. By other trustees or the director.

XIII. Adjournment. ACTION { <1 }

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

{Estimated total duration 90 minutes}