

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

September 15, 2020 7:00 PM

“Virtual Meeting”

**The Meeting will proceed without a quorum physically present**

**Members of the public can attend the meeting by telephone:**

**312-626-6799 (when prompted, type in the following Meeting ID: 849 4349  
2866)**

**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@wnpl.info) (substitute an “@” for the [at] in the e-mail address) using “Public Comment” in the subject line.**

### AGENDA

- I. Call to order
- II. Requirements of the Government Emergency Administration Act (P.A.) 100-0640) review {1}
- III. Verification of clear audio and determination of quorum. {1}
- IV. Pledge of Allegiance. {<1}
- V. Reading of the Mission Statement. {<1}
- VI. 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.

- VII. 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 Regular Meeting August 18, 2020.
  - b. Reports of Standing Committees. Committee of the Whole Meeting, September 1, 2020.
    - i. Finance
    - ii. Building & Grounds
    - iii. Policy
    - iv. Summary, Personnel and General
  - c. Monthly financial report for July 2020.
  - d. Approval of payrolls for August 2020.
  - e. Approval of bills payable for July 2020.
  - f. Board Policies for approval:
    - i. 1053 Recording of Board Meetings
    - ii. 4005 Volunteers
  - g. Approval of Personnel Policy 512 Business Travel Expenses

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

VIII. Item(s) removed from consent agenda, if any. ACTION {2}

IX. President's Report. INFORMATION {5}

X. Reports of other Trustees. INFORMATION {5}

XI. Executive Director's report for August 2020. INFORMATION {5}

XII. Old business.

- a. Library Operations update. INFORMATION {5}
- b. Van update. INFORMATION {5}
- c. Audit update. INFORMATION {5}

XIII. New business.

- a. Approval of Personnel Policy 515 Social Media Usage. ACTION {2}
- b. Ordinance 2020/2021-4 Budget & Appropriation for FY 20-21. ACTION {5}

**MOTION: THAT ORDINANCE 2020/2021-4 BUDGET & APPROPRIATION FOR FY 2020-2021 BE APPROVED AS PRESENTED.**

- c. Resolution 2020/2021-2 Proclamation Friends of the Library Week. ACTION {5}

**MOTION: THAT RESOLUTION 2020/2021-2 PROCLAMATION FRIENDS OF THE LIBRARY WEEK BE APPROVED AS PRESENTED.**

- d. Other potentially actionable items: Agenda items October 2020 Regular Meeting. {5}
  - i. Resolution to Determine Estimate of Funds Needed for FY 2020-2021.
  - ii. Presentation of Audit Financial Statement for FY ended June 30, 2020.
  - iii. Evaluation of Executive Director.
  - iv. Review of Per Capita and Equalization Grants requirements.
  - v. Other.

XIV. 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.*

XV. Announcements. {5}

- a. By the chair.
  - i. Communications to the public.
    - 1. Consolidated Election April 6, 2021. Petition circulation packets starts September 22, 2020, for Warren-Newport Public Library Trustee Office. Open are: Three seats for 4-Years Full Term (2021-2025) and One seat for 2-Years Unexpired Term (2021-2023)
  - ii. Upcoming calendar.
    - 1. Next Committee of the Whole Meeting: Tuesday, October 6, 2020, 7:00 p.m.
    - 2. Regular Board Meeting: Tuesday, October 20, 2020, 7:00 p.m.
    - 3. ILA Virtual Conference: October 20-22, 2020.
- b. By other trustees or the director.

XVI. Adjournment. ACTION { <1 }

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 96 minutes}