

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**August 24, 2021 7:00 PM**

**Meeting Room A**

### 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:
    - i. Regular Meeting July 20, 2021.
    - ii. Executive Session July 20, 2021, to remain closed to the public.
    - iii. Executive Sessions August 3, 2021, to remain closed to the public.
  - b. Report of Standing Committees. Committee of the Whole Meeting August 3, 2021:
    - i. Finance
    - ii. Building and Grounds
    - iii. Policy
    - iv. Summary and General

- c. Monthly Financial Report for May 2021
- d. Approval of payrolls for July, 2021
- e. Approval of bills payable for June, 2021
- f. Patron Suggestions July 2021.
- g. Approval of Board Policies:
  - i. 1003 Electronic Participation at Meetings
  - ii. 3063 Unattended Children

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

- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. Resolution 2021/2022-1 to appoint a new Library Trustee. ACTION {5}  
**MOTION: THAT RESOLUTION 2021-2022/1 TO APPOINT WENDY HAMILTON TO FILL THE TRUSTEE VACANCY UNTIL THE NEXT REGULAR LIBRARY ELECTION IN APRIL 2023 BE APPROVED AS PRESENTED.**
- VIII. Swearing in of newly appointed trustee by the Secretary. ACTION {5}
- IX. Recess for informal acknowledgement of incoming Trustee. ACTION {15}  
**MOTION: TO ENTER INTO RECESS FOR FORMAL ACKNOWLEDGEMENT OF INCOMING TRUSTEE.**
- X. Reconvene Regular Meeting. ACTION {<1}
- XI. President's report. INFORMATION {1}
- XII. Reports of other trustees. INFORMATION {5}
- XIII. Executive Director's report August 2021. INFORMATION {3}
- XIV. Old business
  - a. Library operations and mask requirements update. INFORMATION {5}
  - b. LED lighting update. INFORMATION {5}
- XV. New business
  - a. Monthly Financial Report for June 2021. ACTION {5}
  - b. Personnel Policy 503 Vaccinations. INFORMATION AND POSSIBLE ACTION {20}
  - c. Approval of Board Policy 4030 FOIA. ACTION {2}
  - d. Approval of Board Roster. ACTION {2}

**MOTION: THAT THE BOARD RATIFY THE CURRENT BOARD ROSTER FOR FILLING.**

e. 2021 Illinois Public Library Annual Report (IPLAR). ACTION {5}  
**MOTION: THAT THE BOARD APPROVE 2021 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) TO BE SUBMITTED TO THE ILLINOIS STATE LIBRARY PURSUANT TO LAW.**

f. Annual Audit. INFORMATION {5}

g. Treasurer's Annual Report of all Receipts and Expenditures.  
INFORMATION {5}

h. Facilities Tour. INFORMATION {5}

i. Other potentially actionable items: Agenda items for September 2021 Regular Meeting. ACTION {5}

i. Ordinance 2021/2022-4 Annual Budget and Appropriations

ii. Financial Statements for July 2021

iii. Proclamation Friends of the Library Week

iv. Update on Strategic Planning 20-22

v. Other

XVI. 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.*

XVII. Announcements {5}

a. By the chair:

i. Communications to the public

ii. Upcoming calendar:

1. Friends of the Library Meeting: Thursday, August 26, 2021, 1:00 p.m.

2. Next Committee of the Whole Meeting: Tuesday, September 7, 2021, 7:00 p.m.

3. Public Hearing for Budget and Appropriation Fiscal Year 2021-2022: Tuesday, September 21, 2021, 6:45 p.m.

4. Next Regular Board Meeting: Tuesday, September 21, 2021, 7:00 p.m.

b. By other trustees or the director

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.*

XVIII. Adjournment. ACTION {<1}  
MOTION: THAT THE MEETING BE ADJOURNED.  
{Estimated total duration 152 minutes}

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