

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**June 21, 2022, 7:00 PM**

**Meeting Rooms B**

### 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 {5}
  - a. Secretary's report: Approval of minutes of Regular Meeting May 17, 2022
  - b. Reports of Standing Committees. Committee of the Whole June 7, 2022:
    - i. Finance
    - ii. Building & Grounds
    - iii. Policies
    - iv. General and Summary
  - c. Approval of financial statements for April 2022
  - d. Approval of payrolls for May 2022
  - e. Approval of bills payable for April 2022
  - f. Approval of Board Policies:
    - i. 2003 Fund Balance
    - ii. 2007 Debt
  - g. Patron Suggestions May 2022

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

- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. President's report. INFORMATION {1}
- VIII. Reports of other trustees. INFORMATION {5}
- IX. Executive Director's report June 2022. INFORMATION {5}
- X. Old business
  - a. Adoption of working Budget FY 2022-2023. ACTION {30}

**MOTION: THAT THE BOARD APPROVE WORKING BUDGET FOR FY 2022-2023 AS PRESENTED.**

  - b. Semi-annual review of closed session minutes. INFORMATION {5}
- XI. New business
  - a. Approval of Board Policy 3020 Circulation. ACTION {10}

**MOTION: THAT BOARD POLICY 3020 CIRCULATION BE APPROVED AS PRESENTED.**

  - b. Ordinance 2021/2022-8 Annual Meetings Schedule for FY 2022-2023. ACTION {5}

**MOTION: THAT ORDINANCE 2021/2022-8 ANNUAL MEETING SCHEDULE FOR FY 2022-2023 BE APPROVED AS PRESENTED.**

  - c. Ordinance 2021/2022-9 Transfer to the Special Reserve Fund. ACTION {5}

**MOTION: THAT ORDINANCE 2021/2022-9 TRANSFER TO THE SPECIAL RESERVE FUND BE APPROVED AS PRESENTED.**

  - d. July 2022 Committee of the Whole Meeting. ACTION {5}

**MOTION: THAT THE JULY 2022 COMMITTEE OF THE WHOLE MEETING BE CANCELED.**

  - e. Other potentially actionable items: Agenda items for July 2022 Regular Meeting. ACTION {5}
    - i. Monthly Financial Reports for May 2022
    - ii. Ordinance 2022/2023-1 Building & Maintenance Tax Ordinance
    - iii. Ordinance 2022/2023-2 Non-resident Library Card Program
    - iv. Ordinance 2022/2023-3 Tentative Budget & Appropriation
    - v. Semi-annual review of closed session minutes
    - vi. Audit of Regular Meetings Minutes FY 2021-2022
    - vii. Succession Planning

- viii. Personnel Policies:
  - 1. 114 Accommodations for Employees with Disabilities
  - 2. 115 Serious Illnesses in the Workplace
- ix. Board Policies:
  - 1. 1053 Recording Board Meetings
  - 2. 4010 Friends of the Library
  - 3. 4030 FOIA
  - 4. TBD Flag
  - 5. TBD Charity Collection Container
  - 6. TBD Local Author Collection
- x. Quarterly Review: Self-evaluation and Board Goals
- xi. Other

XII. Enter into Executive Session to review the performance of specific employee of the public body 5ILCS 120/2. (c)(1) ACTION {15}

**MOTION: THAT THE BOARD ENTER INTO EXECUTIVE SESSION 5ILCS 120/2. (c)(1) TO REVIEW THE PERFORMANCE OF A SPECIFIC EMPLOYEE OF A PUBLIC BODY.**

XIII. Reconvene Regular Meeting {1}

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

ii. Upcoming calendar:

1. Library Closed Independence Day, Monday, July 4, 2022.

2. Next Regular Board Meeting: Tuesday, July 19, 2022, 7:00 p.m.

3. Next Committee of the Whole: Tuesday, August 2, 2022, 7:00 p.m.

b. By other trustees or the director

XVI. Adjournment. ACTION {<1}

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

{Estimated total duration 131 minutes}