

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**November 15, 2022 7:00 PM**

**McCullough 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 {5}
  - a. Secretary's report: Approval of minutes of Regular Meeting October 25, 2022
  - b. Report of Standing Committees. Committee of the Whole Meeting November 1, 2022.
    - i. Finance
    - ii. Building and Grounds
    - iii. Policy
    - iv. Personnel
    - v. Summary and General
  - c. Monthly Financial Statements for September 2022
  - d. Approval of payrolls for October 2022
  - e. Approval of bills payable for September 2022
  - f. Patron Suggestions October 2022

g. Approval of Board Policies:

- i. 3045 The Vault
- ii. 3046 The Point
- iii. 3060 Standards of Public Conduct
- iv. 3070 Food, Drink, and Food Allergies

h. Approval of Personnel Policy 209 Performance Evaluation

**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 {5}

VIII. Reports of other trustees. INFORMATION {5}

IX. Executive Director's report November 2022. INFORMATION {5}

X. New business

a. Approval of Audited Financial Statements by Eder, Casella & Company for FY ended June 30, 2022. ACTION {5}

**MOTION: THAT THE BOARD APPROVE THE FINANCIAL STATEMENTS FOR FY ENDED JUNE 30, 2022 AS AUDITED BY EDER, CASELLA & COMPANY, AS PRESENTED.**

b. Ordinance 2022/2023-5 Annual Levy for FY 22-23. ACTION {10}

**MOTION: THAT THE BOARD APPROVE THE ORDINANCE 2022/2023-5 ANNUAL LEVY FOR FY 22-23 AS PRESENTED.**

c. Year-end bonus for staff. ACTION {5}

**MOTION: THAT THE BOARD CELEBRATE WNPL'S WONDERFUL LIBRARY STAFF FOR THEIR SERVICE TO OUR COMMUNITY AND THAT WE ACNOWLEDGE THEIR EXCELLENT WORK WITH THE STAFF BONUSES INCLUDED IN CURRENT BUDGET PRIOR TO DECEMBER 31, 2022.**

d. Executive Director's Annual Performance Evaluation. INFORMATION {5}

e. Other potentially actionable items: Agenda items for December 2022 Regular Meeting. ACTION {5}

- i. Treasurer's Report of Annual Receipts and Disbursements.
- ii. Semi-annual review of closed session minutes
- iii. Monthly financial statements for October 2022
- iv. Executive Director's annual performance

v. Other

- XI. Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of specific employee. ACTION {30}

MOTION: THAT THE BOARD ENTER INTO EXECUTIVE SESSION [5ILCS 120/2.(c)(1)] TO REVIEW THE PERFORMANCE OF THE EXECUTIVE DIRECTOR.

- XII. Reconvene to Regular meeting. ACTION {<1}

- XIII. 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.*

- XIV. Announcements {5}

a. By the chair:

i. Communications to the public

ii. Upcoming calendar:

1. Library Closed all day for Staff Development Day, Friday, November 18, 2022.
2. Library Closed at 5:00 p.m. on Wednesday, November 23, 2022.
3. Library Closed all day for Thanksgiving Day, Thursday, November 24, 2022.
4. Next Committee of the Whole: Tuesday, December 6, 2022, 7:00 p.m.
5. Next Regular Board Meeting: Tuesday, December 13, 2022, 7:00 p.m.

b. By other trustees or the director

- XV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 130 minutes}