

Warren Newport Public Library

Board of Trustees

Regular Meeting

May 16, 2023 7:00 PM

McCullough Board 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. WNPL Decennial Committee on Local Government Efficiency. INFORMATION AND POSSIBLE ACTION {20}
 - a. Deadlines for next steps
 - b. Committee member assignments
 - c. Future meeting dates
 - d. Survey of residents in attendance asking for input
- V. 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. Abstract of Votes from the Lake County.
 - iii. Other
- VI. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {3}
 - a. Reports of Standing Committees. Committee of the Whole May 2, 2023:
 - i. Building and Grounds
 - ii. Finance
 - iii. Policy
 - iv. Summary, Personnel and General
 - b. Monthly Financial Statements for March 2023

- c. Approval of payrolls for April 2023
- d. Approval of bills payable for March 2023
- e. Patron Suggestions April 2023
- f. Approval of Board Policies:
 - i. 3050 Meeting Rooms
- g. Approval of Personnel Policies
 - i. 209 Performance Evaluation
 - ii. 210 Job Descriptions
 - iii. 212 Salary Administration

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

- VII. Item(s) removed from consent agenda, if any. ACTION {5}
- VIII. Swearing in of trustees elected, by the Secretary. ACTION {10}
- IX. Adjournment *sine die*, (adjournment “without day,” a final adjournment that has the effect of dissolving the outgoing board) ACTION {1}

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

- X. Seating of the new board ACTION {10}
 - a. Election of President pro tempore, presided over by immediate past president. ACTION
MOTION: TO NOMINATE A PRESIDENT PRO TEMPORE.
 - b. Election of Secretary pro tempore, presided over by immediate past secretary. ACTION
MOTION: TO NOMINATE A SECRETARY PRO TEMPORE
 - c. Call to Order, roll call, and determination of quorum. ACTION
- XI. Election of officers. Election of president or a slate of candidates is chaired by president pro tempore. New president takes chair upon election, and unless elected as part of a slate of nominees, presides over the elections of vice president, treasurer, and secretary. New secretary then takes over for secretary pro tempore. ACTION {10}
MOTION: TO NOMINATE A SLATE FOR PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY.
- XII. Recess for informal acknowledgement of outgoing and incoming Trustees. {20}
- XIII. Appointment of chairpersons by new President. ACTION {5}
- XIV. President’s report. INFORMATION {5}

- XV. Reports of other trustees. INFORMATION {5}
- XVI. Executive Director's report May 2023. INFORMATION {5}
- XVII. Old Business
 - a. FY 2023-2024 budget update INFORMATION {15}
- XVIII. New business
 - a. Secretary's report: Approval of minutes Regular Meeting April 18 2023. ACTION {2}
MOTION: TO APPROVE THE MINUTES OF REGULAR MEETING APRIL 18, 2023 AS PRESENTED.
 - b. Secretary's report: Approval of minutes Special Meeting April 29, 2023. ACTION {2}
MOTION: TO APPROVE THE MINUTES OF SPECIAL MEETING APRIL 29, 2023 AS PRESENTED.
 - c. Signature cards for officers. INFORMATION {5}
 - d. Approval of Trustee Board Roster. ACTION {3}
MOTION: THAT THE BOARD RATIFY THE CURRENT BOARD ROSTER FOR FILING.
 - e. Awarding bid for HVAC Improvements. ACTION {15}
RECOMMENDED MOTION: TO AWARD THE BASE BID AND ALTERNATES NUMBER ONE, TWO, AND THREE FOR THE HVAC IMPROVEMENTS TO AMBER MECHANICAL AS PRESENTED.
 - f. Sexual Harassment Training for newly elected trustees. INFORMATION {5}
 - g. Other potentially actionable items: Agenda items for June 2023 Regular Meeting. INFORMATION {5}
 - i. Ordinance for Regular Meeting Schedule for FY 2023-2024
 - ii. Ordinance to Transfer Money to the Special Reserve Fund
 - iii. Adoption of working Budget for FY 2023-2024
 - iv. Adoption of the Strategic Plan for 2023-2025
 - v. Semi-annual review of closed session minutes
 - vi. Board Policies
 - 1. 1025 Authority of Library Trustees
 - 2. 3010 Hours of Operations
 - 3. 3031 Alcoholic Beverages
 - vii. Personnel Policies
 - 1. 502 Work Schedules

2. 280 Normal Weekly Hours to be eliminated

viii. Other

XIX. 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.

XX. Announcements {5}

a. By the chair:

i. Communications to the public

ii. Upcoming calendar:

1. Library Closed Memorial Day, Monday, May 29, 2023.

2. Next Committee of the Whole Meeting: Tuesday, June 6, 2023, 7:00 p.m.

3. Next Regular Board Meeting: Tuesday, June 20, 2023, 7:00 p.m.

b. By other trustees or the director

XXI. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 195 minutes}