

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**September 19, 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. 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. Correspondence from the City of Waukegan, Department of Planning and Zoning.
    - iii. Correspondence from a Gurnee resident interested in having a puzzle exchange in the library.
    - iv. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5}
  - a. Report of Standing Committees. Committee of the Whole September 5, 2023. ACTION {3}
    - i. Finance
    - ii. Building and Ground
    - iii. Policy
    - iv. Summary, General and Personnel
  - b. Monthly Financial Statements for July 2023
  - c. Approval of payrolls for August 2023

- d. Approval of bills payable for July 2023
- e. Patron Suggestions August 2023
- f. Approval of Board Policy 3055 Display and Literature Distribution  
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 September 2023. INFORMATION {5}

X. Old Business

- a. Building System update. INFORMATION {10}
- b. Quiet Reading Room, Ribbon Cutting Ceremony. INFORMATION {5}

XI. New business

- a. Approval of Secretary's report: Minutes of Regular Meeting August 15, 2023. ACTION {3}  
MOTION: THAT THE MINUTES OF REGULAR MEETING AUGUST 15, 2023 BE APPROVED AS PRESENTED.
- b. Approval of Board Policy 1053 Recording Board Meetings. ACTION {10}  
MOTION: THAT BOARD POLICY 1053 RECORDING BOARD MEETINGS BE APPROVED AS PRESENTED.
- c. Ordinance 2023/2024-4 Budget & Appropriation for FY 23-24. ACTION {15}  
MOTION: THAT ORDINANCE 2023/2024-4 BUDGET & APPROPRIATION FOR FY 23-24 BE APPROVED AS PRESENTED.
- d. Resolution 2023/2024-1 Proclamation National Friends of the Library Week. ACTION {5}  
MOTION: THAT RESOLUTION 2023/2024-1 PROCLAMATION NATIONAL FRIENDS OF THE LIBRARY WEEK BE APPROVED AS PRESENTED.
- e. Approval of Library Closure for the Warren Township High School Homecoming Parade. ACTION {3}  
MOTION: THAT THE BOARD APPROVE THE LIBRARY CLOSURE ON SATURDAY, SEPTEMBER 30, FROM 9:00 AM TO 10:30 AM FOR

THE WARREN TOWNSHIP HIGH SCHOOL HOMECOMING  
PARADE.

- f. Quarterly review of Executive Director Evaluation and Goals.  
INFORMATION {10}
- g. Other potentially actionable items: Agenda items for October 2023 Regular Meeting. INFORMATION {5}
  - i. Monthly Financial Statements for August 2023
  - ii. Resolution to Determine the Estimate of Funds Needed for FY 23-24
  - iii. Annual Audit update
  - iv. Quarterly Review of Executive Director Evaluation and Goals
  - v. Board of Trustees Quarterly Review: Self Evaluation and Goals
  - vi. Per Capita & Equalization Aid Grant Application requirements
  - vii. WNPL Strategic Plan 2023-2025 update
  - viii. Board Policies
    - 1. 2013 Audit
    - 2. 2020 Expendable Trust Fund
    - 3. 2030 Fixed Asset Inventory and Depreciation
  - ix. Personnel Policies
    - 1. 280 Normal Weekly Hours
    - 2. 303 Vacation Benefits
  - x. Other

XII. 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.*

XIII. Announcements {5}

- a. By the chair:
  - i. Communications to the public
  - ii. Upcoming calendar:
    - 1. Library Closed for Warren Township High School Homecoming Parade, Saturday, September 30, from 9:00 – 10:30 a.m.
    - 2. Next Decennial Committee and Committee of the Whole Meeting, Tuesday, October 3, 2023, 7:00 p.m.
    - 3. Library After Dark fundraising event: Saturday, October 7, 2023, 7:00 – 9:00 p.m.

4. Next Regular Meeting: Tuesday, October 17, 2023, 7:00 p.m.
5. ILA Annual Conference: Trustee Day, Thursday, October 26, 2023.
6. Friends of the Library Meeting, Thursday, October 26, 2023, 1:00 – 2:00 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 138 minutes}