

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**November 21, 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. Other
- V. Presentation of Audited Financial Statements by ATA Group LLP for FY ended June 30, 2023. ACTION {15}  
**MOTION: THAT THE BOARD APPROVE THE FINANCIAL STATEMENTS FOR FY ENDED JUNE 30, 2023 AS AUDITED BY ATA GROUP LLP AS PRESENTED.**
- VI. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5}
  - a. Approval of Secretary's reports:
    - i. Minutes of Regular Meeting, October 17, 2023
    - ii. Executive Session October 17, 2023, to remain closed to the public
  - b. Monthly Financial Statements for September 2023
  - c. Approval of payrolls for October 2023
  - d. Approval of bills payable for September 2023
  - e. Patron Suggestions October 2023

f. Approval of Board Policies

- i. 3020 Circulation
- ii. 3053 Study Rooms

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

- VII. Item(s) removed from consent agenda, if any. ACTION {5}
- VIII. President's report. INFORMATION {5}
- IX. Reports of other trustees. INFORMATION {5}
- X. Executive Director's report November 2023. INFORMATION {5}
- XI. Old Business
- a. Building System update. INFORMATION {5}
  - b. Mobile Services Vehicle update. INFORMATION AND POSSIBLE ACTION {5}
- MOTION: THAT THE BOARD WAIVE THE PURCHASING REQUIRMENTS OF POLICY 2025 FOR A MOBILE SERVICES VEHICLE DUE TO VEHICLE INVENTORY SHORTAGES AND AUTHORIZE STAFF TO SPEND UP TO \$30,000 AT AN AREA CAR DEALERSHIP TO PURCHASE A VEHICLE.**
- c. Window signage update. INFORMATION {2}
- XII. New business
- a. Approval of Secretary's report: Minutes of Special Meeting November 7, 2023. ACTION {1}
- MOTION: THAT THE BOARD APPROVED MINUTES OF SPECIAL MEETING NOVEMBER 7, 2023 AS PRESENTED.**
- b. Reports of Standing Committees. Committee of the Whole November 7, 2023. ACTION {1}
    - i. Finance
    - ii. Building and Ground
    - iii. Policy
    - iv. Summary, General and Personnel
- MOTION: THAT THE BOARD APPROVED THE REPORTS OF COMMITTEE OF THE WHOLE NOVEMBER 7, 2023 AS PRESENTED.**
- c. Ordinance 2023/2024-5 Annual Levy for FY 23-24. ACTION {5}
- MOTION: THAT THE BOARD APPROVE ORDINANCE 2023/2024-5 ANNUAL LEVY FOR FY 23-24 AS PRESENTED.**

d. 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 ACKNOWLEDGE THEIR EXCELLENT WORK WITH THE STAFF BONUS INCLUDED IN CURRENT BUDGET PRIOR TO DECEMBER 31, 2023.

e. Transfer of funds from Corporate Fund to Bond Fund. ACTION {5}

MOTION: THAT THE BOARD APPROVE A TRANSFER OF \$650,250 FROM THE CORPORATE FUND TO THE BOND FUND.

f. Other potentially actionable items: Agenda items for December 2023 Regular Meeting. INFORMATION {5}

- i. Treasurer's report of Annual Receipts and Disbursements
- ii. Monthly Financial Statements for October 2023
- iii. Semi-Annual Review of closed Session Minutes
- iv. Per Capita & Equalization Aid Grant Application requirements
- v. WNPL Strategic Plan 2023-2025 update
- vi. Board Policy 2040 Wage Scale
- vii. Personnel Policies 280 Normal Weekly Hours, 303 Vacation Benefits, and 304 Paid Leave Act
- viii. Other

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 at 5:00 p.m. on Wednesday, November 22, 2023.
  2. Library Closed for Thanksgiving Day, Thursday, November 23, 2023.
  3. Library Closed/Limited Services for Rooftop Unit Installation from November 27 to December 10, 2023.
  4. Next Committee of the Whole Meeting, Tuesday, December 5, 2023, 7:00 p.m., Meeting Room A.

5. 2023 North Suburban and Chicago Library Legislative Breakfast,  
Tuesday, December 5, 2023, 8:00 a.m. – 10:00 a.m., Hilton  
Chicago/Northbrook.

6. Next Regular Meeting: Tuesday, December 12, 2023, 7:00 p.m.,  
McCullough Board Room

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

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

XVI. Reconvene Regular Meeting. ACTION {1}

XVII. Motion(s) as a result of Executive Session. POSSIBLE ACTION {5}

XVIII. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 154 minutes}