

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**December 12, 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. 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 Public Hearing November 21, 2023
    - ii. Minutes of Regular Meeting November 21, 2023
  - b. Reports of Standing Committees. Committee of the Whole December 5, 2023. ACTION {1}
    - i. Finance
    - ii. Building and Ground
    - iii. Policy
    - iv. Summary, General and Personnel
  - c. Monthly Financial Statements for October 2023
  - d. Approval of payrolls for November 2023
  - e. Approval of bills payable for October 2023
  - f. Approval of Board Policies

- i. 2040 Wage Scale
  - g. Approval of Personnel Policies
    - i. 303 Vacation Benefits
    - ii. 304 Illinois Paid Leave for All Workers Act
- 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 December 2023. INFORMATION {5}
- X. Old Business
  - a. Building System update. INFORMATION {5}
- XI. New business
  - a. Personnel Policy 280 Workweek and Schedules. ACTION {15}  
MOTION: THAT PERSONNEL POLICY 280 WORKWEEK AND SCHEDULES BE APPROVED AS PRESENTED.
  - b. Personnel Policy 502 Work Schedules. ACTION {5}  
MOTION: THAT PERSONNEL POLICY 502 WORK SCHEDULES BE ELIMINATED.
  - c. Treasurer's Report of Annual Receipts and Disbursements for FY 22-23. ACTION {5}  
MOTION: THAT THE BOARD APPROVE THE TREASURER'S REPORT OF ANNUAL RECEIPTS AND DISBURSEMENTS FOR FY 22-23 AS PRESENTED.
  - d. Semi-Annual Review of Closed Session Minutes. INFORMATION {5}
  - e. Other potentially actionable items: Agenda items for January 2024 Regular Meeting. INFORMATION {5}
    - i. Per Capita & Equalization Aid Grant Application
    - ii. Tax Abatement for Debt Service Ordinance
    - iii. WNPL Strategic Plan 2023-2025 update
    - iv. 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 All Day for The Holidays: December 24, 25 & 31, 2023, and January 1, 2024.
    - 2. Next Regular Meeting: Tuesday, January 16, 2024, 7:00 p.m., McCullough Board Room.
    - 3. Next Committee of the Whole Meeting, Tuesday, February 6, 2023, 7:00 p.m., McCullough Board Room.

XIV. Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of a specific employee of the public body. ACTION {45}

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.

XV. Reconvene Regular Meeting. ACTION {1}

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

XVII. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 161 minutes}