

# Warren-Newport Public Library District Board of Trustees

## Regular Meeting

**August 19, 2025 7:00 PM**

**McCullough Board Room**

### AGENDA

- I. Call to order, roll call and Determination of quorum. {<1}
- II. Appointment of Secretary pro tempore. ACTION {1}  
MOTION: THAT THE BOARD APPOINT TRUSTEE HAMILTON AS THE SECRETARY PRO TEMPORE AT THIS REGULAR MEETING IN ABSENCE OF SECRETARY EAGAR.
- III. Pledge of Allegiance. {<1}
- IV. Reading of the Mission Statement. {<1}
- 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. Other
- VI. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {3}
  - a. Monthly Financial Statements June 2025
  - b. Approval of payrolls for July 2025
  - c. Approval of bills payable for June 2025
  - d. Patron Suggestions July 2025
  - e. Board Policy 1001 Bylaws of Warren-Newport Public Library District
  - f. Personnel Policies:
    - i. 401 Timekeeping
    - ii. 403 Paydays
    - iii. 405 Separation of Employment

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

- VII. Item(s) removed from consent agenda, if any. ACTION {3}
- VIII. President's report. INFORMATION {5}
- IX. Reports of other trustees. INFORMATION {5}
- X. Executive Director's report August 2025. INFORMATION {5}
- XI. Old Business
  - a. Facilities Improvement Update. INFORMATION {10}
- XII. New Business
  - a. Secretary's Reports. Approval of Minutes of: ACTION {3}
    - i. Regular Meeting July 15, 2025
    - ii. Special Meeting August 5, 2025.

MOTION: THAT THE BOARD APPROVE THE MINUTES OF REGULAR MEETING JULY 15, 2025 AS PRESENTED.

MOTION: THAT THE BOARD APPROVE THE MINUTES OF SPECIAL MEETING AUGUST 5, 2025 AS PRESENTED.

- b. Report of Standing Committees. Committee of the Whole August 5, 2025. ACTION {3}
  - i. Finance
  - ii. Building and Grounds
  - iii. Policy
  - iv. Personnel
  - v. Summary and General

MOTION: THAT THE BOARD APPROVE THE COMMITTEE OF THE WHOLE REPORTS FOR AUGUST 5, 2025, AS PRESENTED.

- c. Approval of 2025 Illinois Public Library Annual Report (IPLAR). ACTION {3}

MOTION: TO APPROVE THE 2025 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) TO BE SUBMITTED TO THE OFFICE OF THE ILLINOIS SECRETARY OF STATE PURSUANT TO LAW.

- d. Approval of Ordinance 2025/2026-4 To Transfer Money to the Special Reserve Fund. ACTION {3}

MOTION: THAT THE BOARD APPROVE ORDINANCE 2025/2026-4 TO TRANSFER \$450,000 TO THE SPECIAL RESERVE FUND AS PRESENTED.

- e. Construction Delivery Method Selection for Building Project.  
INFORMATION AND POSSIBLE ACTION {10}
- f. Strategic Planning Process. INFORMATION {10}
- g. Award of Contract: Construction Management Services. ACTION {5}  
MOTION: THAT THE BOARD AWARD THE CONTRACT FOR  
CONSTRUCTION MANAGEMENT SERVICES TO SMC.
- h. Other potentially actionable items: Agenda items for September 2025  
Regular Meeting. INFORMATION {5}
  - i. Monthly Financial Statements for July 2025
  - ii. Annual Budget & Appropriation Ordinance
  - iii. Resolution Proclamation Friends of the Library Week
  - iv. Strategic Planning Process
  - v. Board Policies
    - 1. 3001 Access to Materials
    - 2. 3065 Technology Use by the Public
  - vi. New Personnel Policy AI Employment
  - vii. Executive Director Quarterly Review
  - 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. Friends of the Library Meeting, Thursday, August 28, 2025, 1:00 - 2:00 p.m.
    - 2. Library Closed for Labor Day: Monday, September 1, 2025.
    - 3. Next Committee of the Whole Meeting: Tuesday, September 2, 2025, 7:00 p.m.
    - 4. Public Hearing for Budget & Appropriation: Tuesday, September 16, 2025, 7:00 p.m.
    - 5. Regular Board Meeting: Tuesday, September 16, 2025, 7:15 p.m.

6. Hispanic Heritage Month Celebration: Saturday, September 20, 2025,  
12:00 – 3:00 p.m.

7. Library After Dark, Saturday, October 11, 2025, 6:00 – 9:00 p.m.  
(Adults Only)

b. By other trustees or the director

XV. Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the  
employment 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 EMPLOYMENT OF A SPECIFIC  
EMPLOYEE WITH EXECUTIVE DIRECTOR LIVERGOOD PRESENT.

XVI. Reconvene to Regular Meeting. ACTION {<1}

XVII. Adjournment. ACTION {<1}  
MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 163 minutes}