

# Warren Newport Public Library

## Board of Trustees

Regular Meeting  
March 16, 2021 7:00 PM  
“Virtual Meeting”

**The Meeting will proceed without a quorum physically present.**

**Members of the public can attend the meeting by telephone:  
312-626-6799 (when prompted, type in the following Meeting ID: 836 6628  
1476)**

**Members of the public are encouraged to submit public comments prior to the meeting by sending an e-mail to [rlivergood\[at\]wnpl.info](mailto:rlivergood@wnpl.info) (substitute an “@” for the [at] in the e-mail address) using “Public Comment” in the subject line.**

### AGENDA

- I. Call to order
- II. Requirements of the Government Emergency Administration Act (P.A.) 100-0640) review {1}
- III. Verification of clear audio and determination of quorum. {1}
- IV. Pledge of Allegiance. {<1}
- V. Reading of the Mission Statement. {<1}
- VI. 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.

- VII. Consent agenda. (Any trustee may remove items from the consent agenda for separate action by the Board.) ACTION {2}
- a. Secretary's Report. Minutes of Regular Meeting February 16, 2021.
  - b. Reports of Standing Committees. Committee of the Whole Meeting, March 2, 2021:
    - i. Finance
    - ii. Building & Grounds
    - iii. Policy
    - iv. Summary, Personnel and General
  - c. Monthly Financial Report for January 2021.
  - d. Approval of payrolls for February 2021.
  - e. Approval of bills payable for January 2021.
  - f. Approval of Board Policies:
    - i. 1035 Legal Counsel and Professional Consultation
    - ii. 2001 Budget and Finance
  - g. Approval of Personnel Policies:
    - i. 704 Attendance and Punctuality
    - ii. 705 Personal Appearance
    - iii. 706 Return of Property

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

- VIII. Item(s) removed from consent agenda, if any. ACTION {2}
- IX. President's Report. INFORMATION {5}
- X. Reports of other Trustees. INFORMATION {5}
- XI. Executive Director's report for February 2021. INFORMATION {15}
- XII. Old Business
- a. MERV 13 Filter Installation and HVAC Rebalancing. INFORMATION AND POSSIBLE ACTION {5}
  - b. Approve winning bid for LED lighting project. ACTION {5}

**MOTION: THAT THE BOARD APPROVE WINNING BID FOR LED LIGHTING PROJECT TO [INSERT SELECTED VENDOR HERE].**

- XIII. New Business.
- a. Intergovernmental Agreement between Village of Gurnee and The Warren-Newport Public Library District to contract for the repair and maintenance of parking lots (Phase Three). ACTION {5}

**MOTION: THAT THE BOARD APPROVE INTERGOVERNMENTAL AGREEMENT BETWEEN VILLAGE OF GURNEE AND THE WARREN-**

**NEWPORT PUBLIC LIBRARY DISTRICT TO CONTRACT FOR THE REPAIR AND MAINTENANCE OF PARKING LOTS PHASE THREE.**

b. Capital planning projects. INFORMATION {5}

c. Other potentially actionable items: Agenda items April 2021 Regular Meeting. {5}

i. Monthly Financial Reports for February

ii. Board Policies:

1. 1010 Trustee Code of Ethics and Behavior

2. 2010 Routine Banking Procedures

3. 3023 Fees and Fines

iii. Initial Presentation of Budget Draft

iv. Strategic Plan 2020-2022

v. Board Quarterly Review: self evaluation and goals

vi. Other.

XIV. 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.*

XV. Announcements. {5}

a. By the chair.

i. Communications to the public.

ii. Upcoming calendar.

1. Next Committee of the Whole Meeting: Tuesday, April 6, 2021, 7:00 p.m.

2. Regular Board Meeting: Tuesday, April 20, 2021, 7:00 p.m.

b. By other trustees or the director.

XVI. Adjournment. ACTION { <1 }

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

{Estimated total duration 99 minutes}