

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

April 20, 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 March 16, 2021.
  - b. Reports of Standing Committees. Committee of the Whole Meeting, April 6, 2021:
    - i. Finance
    - ii. Building & Grounds
    - iii. Policy
    - iv. Summary, Personnel and General
  - c. Monthly Financial Report for February 2021.
  - d. Approval of payrolls for March 2021.
  - e. Approval of bills payable for February 2021.
  - f. Patron Suggestions from March 2021.
  - g. Approval of Board Policies:
    - i. 1010 Trustee Code of Ethics and Behavior
    - ii. 2010 Routine Banking Procedures
    - iii. 3023 Fees and Fines
  - h. Approval of Personnel Policies:
    - i. 708 Resignation
    - ii. 710 Security Inspection
    - iii. 712 Solicitation
    - iv. 716 Progressive Discipline

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED

- VIII. Item(s) removed from consent agenda, if any. ACTION {2}
- IX. New Business Part 1
- a. Information Technology Vendor. INFORMATION AND POSSIBLE ACTION {15}
- X. President's Report. INFORMATION {5}
- XI. Reports of other Trustees. INFORMATION {5}
- XII. Executive Director's report for March 2021. INFORMATION {15}
- XIII. Old Business
- a. LED lighting project update. INFORMATION {5}
  - b. Library operations update. INFORMATION {5}
- XIV. New Business Part 2
- a. AAPI statement. INFORMATION AND POSSIBLE ACTION {10}
  - b. Strategic Plan 2020-2022. INFORMATION {5}

- c. Board Quarterly Review: self evaluation and goals. INFORMATION {5}
- d. Resolution 2020/2021-5 Authorizing Temporary Allocation of Paid Sick Leave. INFORMATION AND POSSIBLE ACTION {5}
- e. Other potentially actionable items: Agenda items May 2021 Regular Meeting. {5}
  - i. Installation of new Board and election of officers.
  - ii. Monthly Financial Reports for March
  - iii. FY 2021-2022 Budget
  - iv. Board Policies:
    - 1. 2005 Investment of Public Funds
    - 2. 3025 Interlibrary Loan
  - v. Personnel Policies:
    - 1. 718 Problem Resolution
    - 2. 722 Workplace Etiquette
  - vi. Other.

XV. 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.*

XVI. Announcements. {5}

- a. By the chair.
  - i. Communications to the public.
  - ii. Upcoming calendar.
    - 1. Next Committee of the Whole Meeting: Tuesday, May 4, 2021, 7:00 p.m.
    - 2. Regular Board Meeting: Tuesday, May 18, 2021, 7:00 p.m.
- b. By other trustees or the director.

XVII. Adjournment. ACTION { <1 }

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

{Estimated total duration 129 minutes }