

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**May 18, 2021 7:00 PM**

**Meeting Room A**

### AGENDA

- I. Call to order {<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. From Lake County Clerk: Abstracts of votes in Official Results Consolidated Election April 6, 2021.
    - ii. Memoranda from legal counsel, if any.
    - iii. Other.
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {2}
  - a. Report of Standing Committees. Committee of the Whole Meeting  
May 4, 2021
    - i. Building and Grounds
    - ii. Finance
    - iii. Summary, Personnel and General
  - b. Monthly financial report for March, 2021
  - c. Approval of payrolls for April, 2021
  - d. Approval of bills payable for March, 2021
  - e. Approval of Board policies:
    - i. 2005 Investment of Public Funds
    - ii. 3025 Interlibrary Loan

- f. Approval of Personnel policies:
  - i. 703 Harassment, Discrimination and Retaliation
  - ii. 718 Problem Resolution
  - iii. 722 Workplace Etiquette
  - iv. 724 Respectful Workplace
  - v. Effective Date and Review/Revision edits

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. Swearing in of trustees elected, by the secretary. ACTION {10}
- VIII. Adjournment *sine die*, (adjournment “without day,” a final adjournment that has the effect of dissolving the outgoing board) ACTION {1}

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

- IX. Seating of the new board {5}
  - a. Election of President pro tempore, presided over by immediate past president. ACTION.
  - b. Election of secretary pro-tempore, presided over by president pro tempore. ACTION.
  - c. Call to order, roll call, and determination of quorum. ACTION
- X. Election of officers. Election of president or a slate of candidates is chaired by president pro tempore. New president takes chair upon election, and unless elected as part of a slate of nominees, presides over the elections of vice-president, treasurer, and secretary. New secretary then takes over for secretary pro tempore. ACTION {10}
- XI. Appointment of Chairpersons by new president. ACTION {5}
- XII. President’s report. INFORMATION {1}
- XIII. Reports of other trustees. INFORMATION {5}
- XIV. Executive Director’s report May 2021. INFORMATION {3}
- XV. Old business
  - a. Budget update FY 2020-2021. INFORMATION {15}
  - b. Money market to step certificates of deposits update. INFORMATION {10}
  - c. Allocate Funds for LED lighting. INFORMATION AND POSSIBLE ACTION {5}
  - d. Transfer Funds from Corporate Fund to Bond Fund. ACTION {5}

**MOTION: THAT THE BOARD APPROVE A TRANSFER OF \$118,125.00 FROM THE CORPORATE FUND TO THE BOND FUND TO MAKE THE JUNE INTEREST PAYMENT.**

**XVI. New business**

a. Secretary's report: Approval of minutes Regular Meeting of April 20, 2021. ACTION {2}

b. Approval of board roster. ACTION {2}

**MOTION: THAT THE BOARD RATIFY THE CURRENT BOARD ROSTER FOR FILING.**

c. Signatures cards for officers. INFORMATION {5}

d. Semi-annual review of closed session minutes. INFORMATION {2}

e. Other potentially actionable items: Agenda items for June 2021 Regular Meeting. ACTION {5}

i. Ordinance for Regular Meeting Schedule for FY 2021-2022

ii. Ordinance to Transfer Money to the Special Reserve Fund

iii. Adoption of working budget for fiscal year FY 2021-2022

iv. Other

**XVII. 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.*

**XVIII. Announcements {5}**

a. By the chair

i. Communications to the public

ii. Upcoming calendar:

1. Library Closure for Memorial Day, Monday, May 31, 2021

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

3. Next Regular Board Meeting: Tuesday, June 15, 2021, 7:00 p.m.

b. By other trustees or the director

**XIX. Adjournment. ACTION {<1}**

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

Warren-Newport Public Library District  
Board of Trustees  
Regular Meeting May 18, 2021  
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{Estimated total duration 142 minutes}

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*Individuals requiring special accommodations as specified by the American with Disabilities Act are requested to notify the Library Director at 847-244-5150 ext.3101 at least 48 hours in advance of this meeting date.*