

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**July 20, 2021 7:00 PM**

**Meeting Room A**

### 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 {2}
  - a. Approval of payrolls for June, 2021
  - b. Approval of bills payable for May, 2021
  - c. Patron Suggestions June 2021. **Page 4**MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.
- VI. Item(s) removed from consent agenda, if any. ACTION {5 }
- VII. President's report. INFORMATION {1 } **pg. 6**
- VIII. Reports of other trustees. INFORMATION {5 }
- IX. Executive Director's report July 2021. INFORMATION {3 } **pg. 7**
- X. Old business
  - a. Library operations and mask requirements update. INFORMATION {5 }

- b. Parking Lot updates. INFORMATION {5}
- c. LED lighting update. INFORMATION {5}
- d. CD updates. INFORMATION {5}

XI. New business

- a. Secretary's report: Approval of minutes Regular Meeting of June 15, 2021. ACTION {2} **pg. 19**

- b. Monthly Financial report for May 2021. ACTION {5} **pg. 23**

- c. Ordinance 2021/2022-1 Building, Sites and Maintenance Levy. ACTION {2} **pg. 35**

MOTION: TO APPROVE ORDINANCE 2021/2022-1 BUILDING, SITES AND MAINTENANCE LEVY.

- d. Ordinance 2021/2022-2 Non-resident Library Card Program. ACTION {2} **pg. 36**

MOTION: TO APPROVE ORDINANCE 2021/2022-2 NON-RESIDENT LIBRARY CARD PROGRAM.

- e. Ordinance 2021/2022-3 Tentative Budget and Appropriation Ordinance FY21-22. ACTION {15} **pg. 39**

MOTION: TO APPROVE ORDINANCE 2021/2022-3 TENTATIVE BUDGET AND APPROPRIATION ORDINANCE FY21-22.

- f. Setting the public hearing for the annual budget and appropriations. ACTION {3}

MOTION: THAT THE PUBLIC HEARING FOR THE ANNUAL BUDGET AND APPROPRIATIONS BE SET FOR TUESDAY, SEPTEMBER 21, 2021, AT 6:45 P.M. IN MEETING ROOM A.

- g. Public Library District Secretary's Audit FY20-21. INFORMATION AND POSSIBLE ACTION {5}

- h. Semi Annual review of closed minutes. INFORMATION AND POSSIBLE ACTION {2}

- i. Quarterly Review: Self-evaluation and Board Goals. INFORMATION {5}

- j. Other potentially actionable items: Agenda items for August 2021 Regular Meeting. ACTION {5}

- i. Appointment of a Library Trustee

- ii. Annual Audit FY20-21

- iii. 2021 Illinois Public Library Annual Report (IPLAR)

- iv. Treasurer's Annual Report of all Receipts and Expenditures.
  - v. Other
- XII. Enter into Executive Session to consider the selection of a person to fill a public office {5ILCS 120/2.(c)(3). ACTION {30}  
RESOLVED, THAT THE BOARD ENTER INTO EXECUTIVE SESSION, ALONG WITH THE EXECUTIVE DIRECTOR LIVERGOOD, TO CONSIDER THE SELECTION OF A PERSON TO FILL THE VACANCY IN THE OFFICE OF LIBRARY TRUSTEE.
- XIII. Reconvene Regular Meeting {<1}
- 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, August 3, 2021, 7:00 p.m.
      - 2. Gurnee Days, August 7 & 8, 2021.
      - 3. RAILS Online Round Table: Succession Planning for Trustees. Wednesday, August 11, 2021, 12 p.m. – 1 p.m.
      - 4. Next Regular Board Meeting: Tuesday, August 17, 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 157 minutes}