

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**July 19, 2022, 7:00 PM**

**Meeting Rooms B**

### 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 {5}
  - a. Secretary's report: Approval of minutes of:
    - i. Regular Meeting June 21, 2022
    - ii. Executive Session June 21, 2022, to remain closed to the public
  - b. Approval of payrolls for June 2022
  - c. Approval of bills payable for May 2022
  - d. Patron Suggestions June 2022

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 }
- VIII. Reports of other trustees. INFORMATION {5 }
- IX. Executive Director's report July 2022. INFORMATION {5 }

X. Old business

- a. Semi-annual review of closed session minutes. ACTION {5}  
MOTION: THAT THE BOARD ACCEPT THE SEMI-ANNUAL REVIEW OF CLOSED EXECUTIVE SESSION MINUTES AS PRESENTED.
- b. WiFi hotspot availability update. INFORMATION {5}

XI. New business

- a. Executive Session Minutes for May 17, 2022, to remain closed to the public. ACTION {3}  
MOTION: THAT THE EXECUTIVE SESSION MINUTES FOR MAY 17, 2022, TO REMAIN CLOSED TO THE PUBLIC BE APPROVED AS PRESENTED.
- b. Monthly Financial Reports for May 2022. ACTION {5}  
MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL REPORTS FOR MAY 2022 AS PRESENTED.
- c. Approval of Intergovernmental Agreement to join Cooperative Computer Services. ACTION {10}  
MOTION: THAT THE BOARD ADOPT THE INTERGOVERNMENTAL AGREEMENT FOR THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT TO JOIN COOPERATIVE COMPUTER SERVICES.
- d. Approval of Board Policy 1053 Recording Board Meetings. ACTION {10}  
MOTION: THAT BOARD POLICY 1053 RECORDING BOARD MEETINGS BE APPROVED AS PRESENTED.
- e. Approval of Board Policy 4010 Friends of the Library. ACTION {10}  
MOTION: THAT BOARD POLICY 4010 FRIENDS OF THE LIBRARY BE APPROVED AS PRESENTED.
- f. Approval of Board Policy 4030 FOIA. ACTION {10}  
MOTION: THAT BOARD POLICY 4030 FOIA BE APPROVED AS PRESENTED.
- g. Ordinance 2022/2023-1 Building & Maintenance Tax Ordinance. ACTION{5}  
MOTION: THAT ORDINANCE 2022/2023-1 BUILDING & MAINTENANCE TAX ORDINANCE BE APPROVED AS PRESENTED
- h. Ordinance 2022/2023-2 Non-Resident Library Card. ACTION {10}

**MOTION: THAT ORDINANCE 2022/2023-2 NON-RESIDENT LIBRARY CARD BE APPROVED AS PRESENTED.**

i. Ordinance 2022/2023-3 Tentative Budget & Appropriation. ACTION {15}

**MOTION: THAT ORDINANCE 2022/2023-3 TENTATIVE BUDGET & APPROPRIATION BE APPROVED AS PRESENTED.**

j. Setting the public hearing for the annual Budget and Appropriation for FY22-23. ACTION {5}

**MOTION: THAT THE PUBLIC HEARING FOR THE ANNUAL BUDGET AND APPROPRIATION BE SET FOR TUESDAY, SEPTEMBER 20, 2022, AT 6:45 P.M.**

k. Audit of Regular Meetings Minutes FY 2021-2022. INFORMATION {5}

l. Other potentially actionable items: Agenda items for August 2022 Regular Meeting. ACTION {5}

i. Monthly Financial Reports for June 2022

ii. Treasurer's Annual Report of all Receipts and Expenditures FY21-22

iii. Annual Audit Information

iv. Approval of 2022 Illinois Public Library Annual Report (IPLAR)

v. Succession Planning

vi. Personnel Policies:

1. 114 Accommodations for Employees with Disabilities

2. 115 Serious Illnesses in the Workplace

vii. Board Policies:

1. TBD Flag

2. TBD Charity Collection Container

3. TBD Local Author Collection

viii. Quarterly Review: Self-evaluation and Board Goals

ix. Other

XII. Enter into Executive Session to review the performance and evaluation of specific employees of the public body 5ILCS 120/2. (c)(1) ACTION {15}

**MOTION: THAT THE BOARD ENTER INTO EXECUTIVE SESSION 5ILCS 120/2. (c)(1), ALONG WITH THE EXECUTIVE DIRECTOR LIVERGOOD, TO REVIEW THE PERFORMANCE AND EVALUATION OF SPECIFIC EMPLOYEES OF A PUBLIC BODY.**

XIII. Reconvene Regular Meeting {1}

XIV. Public forum {15}

*The Board of Trustees allows up to 15 minutes for Public Forum. Individuals*

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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.*

*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: Tuesday, August 2, 2022, 7:00 p.m.

2. Book Sale: Saturday, August 6, 2022, 10 a.m. – 3 p.m.

3. Next Regular Board Meeting: Tuesday, August 16, 2022, 7:00 p.m.

b. By other trustees or the director

XVI. Adjournment. ACTION {<1}

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

{Estimated total duration 184 minutes}