

Warren Newport Public Library

Board of Trustees

Regular Meeting

November 17, 2020 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: 853 5468
7228)**

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. Approval of Minutes of:
 - i. Executive Sessions October 6, 2020 to remain closed to the public.
 - ii. Regular Meeting October 20, 2020
 - b. Reports of Standing Committees. Committee of the Whole Meeting, November 2, 2020.
 - i. Finance
 - ii. Building & Grounds
 - iii. Summary, Policy, Personnel and General
 - c. Approval of Audited Financial Statement by Eder, Casella & Company for FY 20-21
 - d. Monthly financial report for September 2020.
 - e. Approval of payrolls for October 2020.
 - f. Approval of bills payable for September 2020.
 - g. Patron Suggestions for October 2020.
 - h. Approval of Board Policy 2040 Wage Scale

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 October 2020. INFORMATION {5}

XII. Old business.

a. Library Operations update. INFORMATION {5}

b. Update on Per Capita and Equalization Grant Requirements 2021. INFORMATION {5}

XIII. New business.

a. Ordinance 2020/2021-5 Correcting Scrivener's Error in Budget and Appropriation Ordinance. ACTION {5}

MOTION: THAT THE BOARD APPROVE ORDINANCE 2020/2021-5 CORRECTING SCRIVENER'S ERROR IN BUDGET AND APPROPRIATION ORDINANCE AS PRESENTED.

b. Ordinance 2020/2021-6 Tax Levy Ordinance for FY 20-21. ACTION {5}

MOTION: THAT THE BOARD APPROVE ORDINANCE 2020/2021-6 TAX LEVY ORDINANCE FOR FY 20-21 AS PRESENTED.

c. Year-end bonuses for staff. ACTION {5}

MOTION: THAT THE BOARD CELEBRATE WNPL'S WONDERFUL LIBRARY STAFF FOR THEIR SERVICE TO OUR COMMUNITY AND THAT WE ACKNOWLEDGE THEIR EXCELLENT WORK WITH A STAFF BONUS INCLUDED IN THE CURRENT BUDGET PRIOR TO DECEMBER 31, 2020.

d. Transfer of funds from Corporate Fund to Bond Fund. ACTION {5}

MOTION: THAT THE BOARD APPROVE A TRANSFER OF \$538,375 FROM THE CORPORATE FUND TO THE BOND FUND.

e. Treasurer's Report of Annual Receipts and Disbursements. ACTION {5}

MOTION: THAT THE BOARD ACCEPT THE TREASURER'S REPORT OF ANNUAL RECEIPTS AND DISBURSEMENTS FOR FILING.

f. Other potentially actionable items: Agenda items December 2020 Regular Meeting. {5}

i. Semi-annual review of closed session minutes.

ii. Executive Director's Annual Performance Evaluation

iii. Update on Per Capita and Equalization Grants requirements.

iv. Other.

XIV. Enter into Executive Session to review the performance of specific employee 5ILCS 120/2.(c)(1) ACTION {30}

MOTION: THAT THE BOARD ENTER INTO EXECUTIVE SESSION 5ILCS 120/2. (c)(1) TO REVIEW THE PERFORMANCE OF THE EXECUTIVE DIRECTOR.

XV. Reconvene Regular Meeting {1}

XVI. 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.

XVII. Announcements. {5}

a. By the chair.

i. Communications to the public.

1. Filing nomination papers for Consolidated Election April 6, 2021.

Monday, December 12- Friday, December 18, 2020, from 10 a.m. - 4:30 p.m., and Monday, December 21, from 10 a.m. – 5 p.m.

2. Lottery for order of ballot: Monday, December 21, 5:30 p.m.

(Tentative day)

ii. Upcoming calendar.

1. Next Committee of the Whole Meeting: Tuesday, December 1, 2020,
7:00 p.m.

2. Regular Board Meeting: Tuesday, December 15, 2020, 7:00 p.m.

b. By other trustees or the director.

XVIII. Adjournment. ACTION { <1 }

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 135 minutes }