

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

December 19, 2017 7:00 PM

McCullough Room

### 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. Secretary's report. Approval of minutes:
    - i. Regular Meeting November 21, 2017
    - ii. Executive session of November 21, 2017, to remain closed to the public
  - b. Monthly financial report for October 2017.
  - c. Approval of payrolls for November 2017.
  - d. Approval of bills payable for December 2017.
  - e. Patron suggestions from November 2017.
  - f. Board Policies for approval:
    - i. 3010 Hours of Operation
    - ii. 4005 Volunteers

**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. Reports of the standing committees. INFORMATION {2}
  - a. Committee of the Whole—Meeting of December 5, 2017
    - i. General and Personnel
    - ii. Buildings and Grounds
    - iii. Finance
    - iv. Policy
  - b. Finance Committee – Meeting of December 5, 2017
    - i. Auditor Search
- X. Executive Director's report for November 2017 to include strategic plan progress report. INFORMATION {5}
- XI. Unfinished business.
  - a. 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.**
  - b. Submission of Application for Illinois Library Per Capita Grant for Fiscal Year 2018. ACTION {5}  
**MOTION: THAT THE APPLICATION FOR THE ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT FOR FISCAL YEAR 2018 BE SUBMITTED.**
  - c. Semi-annual review of closed Executive Session minutes. INFORMATION {2}
- XII. New business
  - a. 2020 Expendable Trust Fund. ACTION {5}  
**MOTION: THAT POLICY 2020 EXPENDABLE TRUST FUND BE APPROVED AS PRESENTED.**
  - b. Resolution 2017/2018-3 Reducing Library Trustees' Term of Office to Four Years. ACTION {10}

**MOTION: THAT THE BOARD ADOPT RESOLUTION 2017/2018-3, REDUCING LIBRARY TRUSTEES' TERM OF OFFICE TO FOUR YEARS.**

- c. Resolution 2017/2018-4 Adopting Policy 1061 Prohibiting Harassment, Discrimination and Retaliation. ACTION {10}

**MOTION: THAT THE BOARD ADOPT RESOLUTION 2017/2018-4, ADOPTING POLICY 1061 PROHIBITING HARASSMENT, DISCRIMINATION AND RETALIATION.**

- d. Other potentially actionable items: Agenda items January 2018 Regular Meeting. ACTION {5}
- i. Bond Levy Abatement Ordinance
  - ii. Appointment of Board Self-Evaluation Committee
  - iii. Midyear Financial Report
  - iv. Other

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

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

- XIV. Reconvene Regular Meeting. {1}

- XV. Motion(s) as a result of Executive Session. POSSIBLE ACTION {2}

- 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
  - ii. Upcoming calendar
    1. Next Committee of the Whole: Thursday, January 4, 2018, 7:00 p.m.

2. Next regular board meeting: Tuesday, January 16, 2018,  
7:00 p.m.

b. By other trustees or the director

XVIII. Adjournment. ACTION { <1 }

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

{Estimated total duration 139 minutes}