

# Warren Newport Public Library

## Board of Trustees

### Regular Meeting

December 18, 2018 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 of:
    - i. Truth In Taxation Public Hearing November 20, 2018
    - ii. Regular Meeting November 20, 2018
    - iii. Executive session of November 20, 2018, to remain closed to the public
  - b. Reports of standing committees. Committee of the Whole - Meeting of December 4, 2018.
    - i. Summary, Personnel, and General
    - ii. Finance
    - iii. Policy
  - c. Monthly financial report for September 2018.
  - d. Approval of payrolls for November 2018.
  - e. Approval of bills payable for October 2018.

f. Patron suggestions from November 2018.

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

VI. Item(s) removed from consent agenda, if any. ACTION {2}

VII. President's report. INFORMATION {5}

VIII. Reports of other trustees. INFORMATION {5}

IX. Executive Director's report for November 2018. INFORMATION {5}

X. Unfinished business.

a. Approval of financial statements for October 2018. ACTION {10}

b. Audited financial statement by Eder, Casella & Company for FY ended June 30, 2018. ACTION {10}

MOTION: THAT THE FINANCIAL STATEMENT FOR FISCAL YEAR ENDED JUNE 30, 2018, AS AUDITED BY EDER, CASELLA & COMPANY BE ACCEPTED FOR FILING.

c. Treasurer's report of annual receipts and disbursements. ACTION {2}

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

XI. New business

a. Policy 3013 Library Card. ACTION {5}

MOTION: THAT POLICY 3013 LIBRARY CARD BE APPROVED AS PRESENTED.

b. Policy 401 Timekeeping. ACTION {5}

MOTION: THAT POLICY 401 TIMEKEEPING BE APPROVED AS PRESENTED.

c. Policy 403 Paydays. ACTION {5}

MOTION: THAT POLICY 403 PAYDAYS BE APPROVED AS PRESENTED.

d. Policy 409 Administrative Pay Corrections. ACTION {5}

MOTION: THAT POLICY 409 ADMINISTRATIVE PAY CORRECTIONS BE APPROVED AS PRESENTED.

e. Semi-annual review of executive session minutes. INFORMATION {2}

- f. Submission of Application for Illinois Per Capita Grant for Fiscal Year 2019. ACTION {10}
  - MOTION: THAT THE APPLICATION FOR THE ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT FOR FISCAL YEAR 2019 BE SUBMITTED.
- g. Board Self-Evaluation: Appointment of Committee. ACTION {5}
- h. Other potentially actionable items: Agenda items January 2019 Regular Meeting. {5}
  - i. Board Policies: 1010 Trustee Code of Ethics and 1020 Conflict of Interest.
  - ii. Personnel Policies: 303 Vacation Benefits and 305 Sick Leave.
  - iii. Financial Statements November 2018.
  - iv. Ordinance 2018/2019-6 Bond Levy Abatement.
  - v. Board Self-Evaluation
  - vi. Update on Strategic planning 2016-2018.
  - vii. Fundraising update.
  - viii. Other.
- XII. 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.
- XIII. Reconvene Regular Meeting. {1}
- XIV. Motion(s) as a result of Executive Session. POSSIBLE ACTION {5}
- XV. 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.*
- XVI. Announcements {5}
  - a. By the chair
    - i. Communications to the public
    - ii. Upcoming calendar

1. Next Regular Board Meeting: Tuesday, January 15, 2018, 7:00 p.m.
  2. Next Committee of the Whole: Tuesday, February 5, 2018, 7:00 p.m.
- b. By other trustees or the director

XVII. Adjournment. ACTION { <1 }

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 163 minutes }