

# Warren Newport Public Library

## Board of Trustees

### Regular Meeting

**December 14, 2021 7:00 PM**

**Meeting Room 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 {2}
  - a. Secretary's report: Approval of minutes of:
    - i. Regular Meeting November 16, 2021
    - ii. Executive Session Minutes November 02, 2021, to remain closed to the public
    - iii. Executive Session Minutes November 16, 2021, to remain closed to the public
    - iv. Executive Session Minutes December 7, 2021, to remain closed to the public
  - b. Report of Standing Committees. Committee of the Whole Meeting November 2, 2021:
    - i. Finance

- c. Report of Standing Committees. Committee of the Whole Meeting December 7, 2021:
    - ii. Finance
    - iii. Building and Grounds
    - iv. Policy
    - v. Personnel
    - vi. Summary and General
  - d. Monthly Financial Report for October 2021
  - e. Approval of payrolls for November 2021
  - f. Approval of bills payable for October 2021
  - g. Patron Suggestions November 2021
  - h. Approval of Board Policies:
    - i. 1061 Harassment, Discrimination and Retaliation to replace text
    - ii. 3010 Hours of Operation
  - i. Approval of 20 Personnel Policies and to replace text
- 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 December 2021. INFORMATION {3}
- X. Old business
  - a. Library operations and mask requirements update. INFORMATION {5}
- XI. New business
  - a. Illinois Libraries Present Intergovernmental Agreement. ACTION {5}  
**MOTION: THAT THE BOARD APPROVE THE ILLINOIS LIBRARIES PRESENT INTERGOVERNMENTAL AGREEMENT AS PRESENTED.**
  - b. Per Capita and Equalization Aid Grants Application. ACTION {10}  
**MOTION: THAT THE BOARD APPROVE THE PER CAPITA AND EQUALIZATION AID GRANTS APPLICATION AS PRESENTED.**
  - c. Treasurer's report of annual Receipts and Disbursements. ACTION {5}  
**MOTION: THAT THE BOARD APPROVE TREASURER'S REPORT OF ANNUAL RECEIPTS AND DISBURSEMENTS AS PRESENTED.**
  - d. Other potentially actionable items: Agenda items for January 2022 Regular Meeting. ACTION {5}
    - i. Ordinance Abatement of Tax for Debt Service

- ii. 2022 Board self-evaluation and goals
- iii. Installation of new Trustee
- iv. Semi-annual review of closed session minutes
- v. Quarterly review of short-range Strategic Plan
- vi. Fundraising update
- vii. Set budget process timeline
- viii. Other.

XII. Enter into Executive Session to review the performance of specific employee 5ILCS120/2.(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.

XIII. Reconvene Regular Meeting. ACTION {>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 18, 2022, 7:00 p.m.

2. Next Committee of the Whole: Tuesday, February 1, 2022, 7:00 p.m.

b. By other trustees or the director

XVII. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 126 minutes}