

## *Warren-Newport Public Library District*

### **Board of Trustees**

Regular Meeting

**May 21, 2024 7:00 PM**

**McCullough Board 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 {5}
  - a. Monthly Financial Statement for March 2024
  - b. Approval of payrolls for April 2024
  - c. Approval of bills payable for March 2024
  - d. Patron Suggestions April 2024
  - e. Approval of Board Policies:
    - i. 2001 Budget
    - ii. 2005 Investment of Public Funds
  - f. Approval of Personnel Policy 304 Illinois Paid Leave for All Workers Act
- VI. Item(s) removed from consent agenda, if any. ACTION {5 }
- VII. President's report. INFORMATION {5 }
- VIII. Reports of other trustees. INFORMATION {5 }
- IX. Executive Director's report May 2024. INFORMATION {5 }

X. Old Business

- a. Automated Materials Handling System update. INFORMATION {5}
- b. Mobile Services update. INFORMATION {5}
- c. FY 2024-2025 budget process update. INFORMATION {5}

XI. New business

- a. Approval of Secretary's reports: ACTION {5}
  - i. Minutes of Regular Meeting April 16, 2024
  - ii. Minutes of Special Meeting May 7, 2024MOTION: THAT THE SECRETARY'S REPORTS BE APPROVED AS PRESENTED.

- b. Reports of Standing Committees: Committee of the Whole May 7, 2024. ACTION {5}
  - i. Finance
  - ii. Building & Grounds
  - iii. Policy
  - iv. Summary, Personnel and General

MOTION: THAT THE COMMITTEE OF THE WHOLE REPORTS MAY 7, 2024, BE APPROVED AS PRESENTED.

- c. Approval of Board Policy 3048 The Workshop. INFORMATION AND POSSIBLE ACTION {5}  
MOTION: THAT THE BOARD APPROVE THE BOARD POLICY 3048 THE WORKSHOP AS PRESENTED.

- d. Tentative transfer of funds from Expendable Trust to Endowment Fund. INFORMATION {10}  
MOTION: THAT THE BOARD APPROVE THE TRANSFER OF \$10,000 FROM EXPENDABLE TRUST TO ENDOWMENT FUND.

- e. 2023-2025 WNPL strategic plan progress report. INFORMATION {10}

- f. Other potentially actionable items: Agenda items for June 2024 Regular Meeting. INFORMATION {5}

- i. Financial Statements for April 2024
- ii. Ordinance for Regular Meetings Schedule for FY 2024-2025
- iii. Ordinance to Transfer Money to the Special Reserve Fund
- iv. Adoption of Annual Budget for FY 2024-2025
- v. Window signage update
- vi. Executive Director quarterly review
- vii. Semi-annual review of closed sessions minutes
- viii. Board Policies:

1. 2015 Imprest Account
2. 2022 Endowment Fund
3. 3010 Hours of Operation
- ix. Personnel Policies
  1. 314 Educational Assistance
- x. Other

XII. 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.*

XIII. Announcements {5}

a. By the chair:

- i. Communications to the public
- ii. Upcoming calendar:
  1. Library Closed All Day, Memorial Day, Monday, May 27, 2024.
  2. Committee of the Whole Meeting, Tuesday, June 4, 2024, 7:00 p.m.
  3. Library Closed All Day, Father's Day, Sunday, June 16, 2024.
  4. Regular Meeting, Tuesday, June 18, 2024, 7:00 p.m.

b. By other trustees or the director

XIV. Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the compensation and performance of specific employees of the public body. ACTION {20}

**MOTION: THAT THE BOARD ENTER INTO EXECUTIVE SESSION [5ILCS 120/2.(c)(1)] TO REVIEW THE COMPENSATION AND PERFORMANCE OF SPECIFIC EMPLOYEES WITH EXECUTIVE DIRECTOR LIVERGOOD AND DEPUTY DIRECTOR RALEIGH PRESENT.**

XV. Reconvene Regular Meeting. ACTION {1}

XVI. Adjournment. ACTION {<1}

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

{Estimated total duration 145 minutes}