

# Warren-Newport Public Library District Board of Trustees

Regular Meeting  
Tuesday, November 19, 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. Presentation of Audited Financial Statements by ATA Group LLP for fiscal year ended June 30, 2024. ACTION {30}  
MOTION: THAT THE BOARD ACCEPT THE FINANCIAL STATEMENTS FOR FY ENDED JUNE 30, 2024, AS AUDITED BY ATA GROUP LLP AS PRESENTED.
- VI. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {2}
  - a. Approval Monthly Financial Statements September 2024
  - b. Approval of payrolls for October 2024
  - c. Approval of bills payable for September 2024
  - d. Patron Suggestions October 2024
  - e. Approval of Board Policies:
    - i. 3023 Fines and Fees
    - ii. 3045 The Vault
    - iii. 3063 Unattended Children
    - iv. 3065 Technology Use by the Public
  - f. Approval of Personnel Policy 319 Disability Benefits Plans

**MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.**

- VII. Item(s) removed from consent agenda, if any. ACTION {5}
- VIII. President's report. INFORMATION {5}
- IX. Reports of other trustees. INFORMATION {5}
- X. Executive Director's report November 2024. INFORMATION {5}
- XI. Old Business
  - a. Bookmobile update. INFORMATION {5}
  - b. New WNPL website update. INFORMATION {5}
  - c. WNPL Strategic Marketing Plan. INFORMATION {15}
- XII. New business
  - a. Secretary's report. Approval of Minutes Regular Meeting October 15, 2024. ACTION {5}  
**MOTION: THAT THE BOARD APPROVE THE MINUTES OF REGULAR MEETING OCTOBER 15, 2024, AS PRESENTED.**
  - b. Reports of Standing Committees: Committee of the Whole November 12, 2024. ACTION {5}
    - i. Finance
    - ii. Building and Grounds
    - iii. Policy
    - iv. Summary, Personnel and General  
**MOTION: THAT THE BOARD APPROVE THE REPORTS OF COMMITTEE OF THE WHOLE NOVEMBER 12, 2024, AS PRESENTED.**
  - c. Ordinance 2024/2025-5 Annual Levy Ordinance for FY 24-25. ACTION {10}  
**MOTION: THAT ORDINANCE 2024/2025-5 ANNUAL LEVY FOR FY 2024-2025 BE APPROVED AS PRESENTED.**
  - d. Transfer of funds from Corporate Fund to the Bond Fund. ACTION {5}  
**MOTION: THAT THE BOARD APPROVE THE TRANSFER OF \$651,125 FROM CORPORATE FUND TO THE BOND FUND AS PRESENTED.**
  - e. Year-end bonus 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 THE**

**STAFF BONUS INCLUDED IN CURRENT BUDGET PRIOR TO DECEMBER 31, 2024.**

- f. Other potentially actionable items: Agenda items for December 2024 Regular Meeting. INFORMATION {5}
- i. Monthly Financial Statements for October 2024
  - ii. Treasurer's Report of Annual Receipts and Disbursements
  - iii. Semi-Annual Review of closed Session Minutes
  - iv. Per Capita & Equalization Aid Grant Requirements
  - v. 2023-2025 Strategic Planning update
  - vi. Executive Director's Annual Performance Evaluation
  - vii. Board Policies:
    1. 2040 Wage Scale
    2. 3062 Security Cameras
  - viii. Personnel Policies:
    1. TBD
  - ix. Other

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

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

XIV. Reconvene to Regular Meeting. ACTION {<1}

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. Library Closed: Staff Development, Thursday, November 21, 2024.
  2. Library Closed: Thanksgiving Day, Thursday, November 28, 2024.
  3. Committee of the Whole, Tuesday, December 3, 2024, 7:00 p.m.
  4. Library Legislative Breakfast, Wednesday, December 4, 2024, Northbrook Illinois.
  5. Regular Meeting, Tuesday, December 17, 2024, 7:00 p.m.

b. By other trustees or the director

XVII. Adjournment. ACTION {<1 }

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 187 minutes }