

**Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees**

Jo Beckwith, President	Robert H. Diehl, Sr.
Tom Colwell, Vice President	George Kotsinis
Andrea Farr Capizzi, Treasurer	Susan K. Niemi
Nancy E. Sheldon, Secretary	

**Regular Meeting
January 19, 2016
McCullough Room**

Call to Order, Roll Call, and Determination of Quorum

President Beckwith called the meeting to order at 7:00 p.m.

Trustees present: Beckwith, Colwell, Kotsinis, Niemi, and Sheldon
Trustees absent: Diehl and Farr Capizzi

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Jan Marsh, Tiffany Nash, Noreen Reese, and Becky Kotsinis.

Pledge of Allegiance

President Beckwith led those present in the Pledge of Allegiance.

Safety Instructions

Security Monitor Will August gave safety instructions.

Reading of Mission Statement

President Beckwith read the Mission Statement aloud.

Vice President Colwell moved and President Beckwith seconded to move Staff Room presentation by Tiffany Nash, Product Architecture + Design to the next item on the agenda.

The motion carried on a voice vote.

Absent: Diehl

**Staff room presentation by Tiffany Nash, Product Architecture + Design.
INFORMATION**

Tiffany Nash showed computer images of the Staff room renovation and Tween Space and answered questions from the Board.

Executive Director Livergood gave an oral update and distributed budget figures for the Staff Room renovation and Tween Space.

Treasurer Farr Capizzi arrived at 7:05 p.m.

Trustee Niemi moved and Secretary Sheldon seconded to transfer \$10,000.00 out of the Special Reserve account to fund the Staff Lounge renovation.

The motion carried on a roll call vote as follows:

Ayes: Colwell, Farr Capizzi, Sheldon, Niemi, Kotsinis, Beckwith

Absent: Diehl

Consent Agenda

- a. Secretary's Report. Approval of minutes as received or corrected
 - i. Regular meeting of December 15, 2015.
 - ii. Executive session of January 12, 2016, to remain closed to the public.
- b. Monthly Financial Report for November 2015
- c. Approval of payrolls for December 2015.
- d. Approval of bills payable for January 2016.
- e. Patron suggestions from December 2015.
- f. Policies:
 - i. 2003 Fund Balance
 - ii. 3005 Confidentiality
 - iii. 3065 Technology Use by the Public

Secretary Sheldon moved and Vice President Colwell seconded to accept the Consent Agenda items a through f.

The motion carried on a voice vote.

Absent: Diehl

Items(s) removed from consent agenda. None.

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees

Secretary Sheldon attended Sherlock Holmes and the Hound of the Baskervilles on January 7, 2016.

Correspondence, Communications, and Public Comments

- a. Written:
 - i. Memoranda from legal counsel.
PAC Opinion which determined that the Algonquin Area Public Library District properly redacted Library Trustees' home addresses and personal telephone numbers.
 - ii. Other.
Thank You Cards to the Board of Trustees from WNPL staff for the holiday bonus.
- b. Public comments. None.

Reports of Standing Committees

- a. Committee of the Whole – Meeting of January 5, 2016.
- b. Personnel Committee of the Whole – Meeting of January 12, 2016.
- c. Art Acquisition – Meeting of January 18, 2016. Cancelled.

Executive Director's Report for December 2015

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Update on Tween Space project.
This was covered earlier in the meeting during the Staff Room presentation by Tiffany Nash.
- b. Fundraising Report.
Executive Director Livergood gave an update. Three more individuals have been added to the Ad-Hoc Committee: Stewart Kerr, Executive Director of the Lake County Chamber of Commerce; Jim Goshorn, President of the Gurnee Park District; and Stephanie Foreman, Civic Leader. The Committee is almost complete.

New Business

- a. Staff Room Budget.
This was covered earlier in the meeting during the Staff Room presentation by Tiffany Nash.
- b. Ordinance 2015/2016-8 Abatement of Levy for debt service.
President Beckwith moved and Secretary Sheldon seconded that the Board adopt Ordinance 2015/2016-8, Abatement of Levy for Debt Service.
The motion carried on a roll call vote as follows:

Ayes: Colwell, Kotsinis, Niemi, Sheldon, Farr Capizzi, Beckwith
Absent: Diehl

c. Semi-annual review of closed minutes.

Treasurer Farr Capizzi moved and President Beckwith seconded to accept the semi-annual review of Executive Session minutes which occurred on December 15, 2015, and to authorize the destruction of the listed recordings as presented.

The motion carried on a voice vote.

Absent: Diehl

d. Appointment of Board Self-Evaluation Committee.

Trustee Niemi volunteered to Chair the Board Self-Evaluation Committee.

e. Other potentially actionable items: Agenda items for February 2016 regular meeting.

i. Midyear Financial Report

ii. Other

**Enter into Executive to review the performance of a specific employee
[5ILCS 120/2.(c)(1)]**

Secretary Sheldon moved and President Beckwith seconded that the Board enter into Executive Session to review the performance of a specific employee per 5 ILCS 120/2(c)(1).

The motion carried on a roll call vote as follows:

Ayes: Colwell, Kotsinis, Farr Capizzi, Niemi, Sheldon, Beckwith

Absent: Diehl

Enter into Executive Session: 7:32 p.m.

Reconvene Regular Meeting

The Board reconvened in open session at 8:23 p.m.

Amended Executive Session motion

Secretary Sheldon moved and President Beckwith seconded that the Board enter into Executive Session to review the performance of a specific employee per 5 ILCS 120/2(c)(1) and to include Executive Director Livergood to join at some point during the Executive Session.

The motion carried on a roll call vote as follows:

Ayes: Colwell, Kotsinis, Farr Capizzi, Niemi, Sheldon, Beckwith

Absent: Diehl

Motion as a result of Executive Session

Secretary Sheldon moved and President Beckwith seconded that Executive Director Livergood receive a 2 % increase in his salary effective January 1st, 2016.

The motion carried on a roll call vote as follows:

Ayes: Kotsinis, Sheldon, Farr Capizzi, Niemi, Colwell, Beckwith

Absent: Diehl

Public Forum. None.

Announcements

a. By the chair:

- i. Communications to the public
- ii. Upcoming calendar
 1. Next Regular board meeting: Tuesday, February 16, 2016, 7:00 p.m.
 2. Next Committee meetings
 - a. Committee of the Whole – Tuesday, February 2, 2015, 7:00 p.m.
 - b. Art Acquisition – TBD
 3. ILA Trustee Forum Workshop: Saturday, February 13, 2016 at the Chicago Marriott Oak Brook. No Trustees attending.
 4. 26th Annual Presidents' Day Library Legislative Breakfast: Monday, February 15, 2016 at the Arboretum Club, Buffalo Grove. President Beckwith, Secretary Sheldon and Executive Director Livergood will attend.

b. By other Trustees or the Executive Director.

Trustee Niemi suggested contacting Trustee Diehl to inquire about how he is doing.

Adjournment

Treasurer Farr Capizzi moved and Secretary Sheldon seconded the motion that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 8:28 p.m.

Nancy Sheldon
Secretary

Approved: _____

Celia Ornelas
Recording Secretary