

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

Jo Beckwith, President  
Tom Colwell, Vice President  
Andrea Farr Capizzi, Treasurer  
Nancy Sheldon, Secretary

Robert H. Diehl, Sr.  
George Kotsinis  
Sue Niemi

**Regular Meeting  
February 16, 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: Deputy Director Reese, Recording Secretary Celia Ornelas, Jan Marsh, Kevin Getty, and Doug Wideburg

**Pledge of Allegiance**

President Beckwith led those present in the Pledge of Allegiance.

**Reading of Mission Statement**

Trustee Niemi read the Mission Statement aloud.

**Safety Instructions**

Security Monitor Will August, gave safety instructions.

President Beckwith moved and Secretary Sheldon seconded that the Board approve Treasurer Farr Capizzi to attend the meeting virtually by phone.

The motion carried on a voice vote.

Absent: Diehl

Treasurer Farr Capizzi entered virtually to the meeting at 7:04 p.m.

**Consent Agenda**

- a. Secretary's Report. Approval of minutes as received or corrected
  - i. Regular meeting of January 19, 2016.

- ii. Executive session of January 19, 2016, to remain closed to the public.
- b. Monthly Financial Report for December 2015
- c. Approval of payrolls for January 2016.
- d. Approval of bills payable for February 2016.
- e. Patron suggestions from January 2016.
- f. Personnel Policies for approval:
  - i. 101 Nature of Employment
  - ii. 103 Equal Employment Opportunity
  - iii. 104 Ethics and Conduct
- g. Personnel Policy for elimination:
  - i. 102 Employee Relations
- h. Board Policies for approval
  - i. 1003 Electronic Participation Meetings
  - ii. 2007 Debt

Secretary Sheldon removed item a. ii. and h. i. from the consent agenda.

Trustee Niemi moved and President Beckwith seconded to accept the Consent Agenda minus item a. i. and h. i.

The motion carried on a voice vote.

Absent: Diehl

**Items(s) removed from consent agenda.**

Trustee Kotsinis moved and Vice President Colwell seconded to accept Policy 1003 as amended.

The motion carried on a voice vote.

Absent: Diehl

Trustee Niemi moved and Vice President Colwell seconded to accept Executive Session Minutes January 19, 2016.

The motion carried on a voice vote.

Abstain: Farr Capizzi

Absent: Diehl

**President's Report**

President Beckwith presented a written report in the packet. She also presented a copy of the letter thanking Steve Weinberg on behalf of WNPL Board of Trustees for his contributions as a citizen member of a standing committee.

- i. ILA Annual Presidents' Day Legislative Breakfast.  
President Beckwith gave an oral report.

### **Reports of Other Trustees**

Secretary Sheldon also attended the ILA Annual Presidents' Day Legislative Breakfast and gave an oral report.

### **Correspondence, Communications, and Public Comments**

- a. Written:
  - i. Memoranda from legal counsel. None.
  - ii. Other. None.
- b. Public comments. None.

### **Reports of Standing Committees**

- a. Art Acquisition – Meeting of February 1, 2016.  
Report was presented at the meeting.
- b. Committee of the Whole – Meeting of February 2, 2016.

### **Executive Director's Report for January 2016**

Executive Director Livergood's written report was in the packet.

### **Old Business**

a. Recording meetings: audio quality, usage, cost.  
Trustee Kotsinis moved and Trustee Niemi seconded to discontinue using our current steaming service and switch to the free offering from YouTube as a cost-saving measure.

The motion carried on a roll call vote as follows:

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

Absent: Diehl

- b. The Point and Staff Room project updates.  
Deputy Director Reese gave an update on behalf of Executive Director Livergood.
- c. Fundraising update.  
Deputy Director Reese gave an update on behalf of Executive Director Livergood.

### **New Business**

- a. Midyear Financial Report from Business Manager Doug Wideburg.

Business Manager Doug Wideburg gave an oral report. A written report summarized the information.

b. RFID retagging project.

Kevin Getty, Head of Technology and Facilities, gave an oral report.

The Board recommended giving Kevin Getty and other staff some time to explore more options for approaching the RFID project with the goal of shortening or eliminating the closure period.

c. Policy 1001: Bylaws.

Trustee Kotsinis moved and President Beckwith seconded to accept policy 1001 Bylaws as presented.

The motion carried on a voice vote.

Absent: Diehl

d. Policy 1057: Advisory Groups.

President Beckwith moved and Trustee Niemi seconded to accept Policy 1057 Advisory Groups as presented.

The motion carried on a voice vote.

Absent: Diehl

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

i. Adopt WNPL Strategic Plan 2016–2018

ii. Other.

Treasurer Farr Capizzi moved and Trustee Kotsinis that the former Art Acquisition Committee be called the Art Advisory Group and that they meet to write the group's Statement of Purpose as soon as possible.

The motion carried on a voice vote.

Absent: Diehl

**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 5 ILCS 120/2(c)(1), to review the performance of the Executive Director.

The motion carried on a roll call vote as follows:

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

Absent: Diehl

The Board entered into Executive Session at 8:20 p.m.

The Board reconvened in open session at 8:32 p.m.

**Public Forum.** None.

**Announcements**

- a. By the chair:
  - i. Communications to the public
  - ii. Upcoming calendar
    - 1. Next Regular board meeting: Tuesday, March 15, 2016, 7:00 p.m.
    - 2. Next Committee meetings
      - a. Committee of the Whole – Tuesday, March 1, 2015, 7:00 p.m.
      - b. Art Acquisition – TBD
    - 3. Bingo in the Books: Friday, April 29, 2016, 6:30 p.m.
    - 4. Laconi Trustee Banquet: Friday, May 13, 2016, 6:00 p.m. at Alta Villa Banquets in Addison
  
- b. By other Trustees or the Executive Director. None.

**Adjournment**

Vice President Colwell moved and President Beckwith seconded the motion that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Diehl

President Beckwith adjourned the meeting at 8:33 p.m.

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Nancy Sheldon  
Secretary

Approved: \_\_\_\_\_

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Celia Ornelas  
Recording Secretary