

**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	Sue Niemi
Nancy Sheldon, Secretary	

**Regular Meeting  
May 17, 2016  
Carol's Storytime Room**

**Call to Order, Roll Call, and Determination of Quorum**

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

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

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

**Pledge of Allegiance**

Trustee Diehl led those present in the Pledge of Allegiance.

**Reading of Mission Statement**

Vice President Colwell read the Mission Statement aloud.

**Safety Instructions**

Security Monitor Andre Harris gave safety instructions.

**Consent Agenda**

- a. Secretary's Report. Approval of minutes as received or corrected
  - i. Regular meeting of April 19, 2016.
- b. Monthly Financial Report for March 2016.
- c. Approval of payrolls for April 2016.
- d. Approval of bills payable for May 2016.
- e. Patron suggestions from April 2016.
- f. Board Policies for approval:

- i. 1030 Board/Director Responsibilities
- g. Personnel Policies for approval:
  - i. 105 Personal Relationships in the Workplace

Treasurer Farr Capizzi moved and Trustee Kotsinis seconded to accept the Consent Agenda as presented.

The motion carried on a voice vote.

Absent: Beckwith

**Items(s) removed from consent agenda.** None

### **President's Report**

President Beckwith presented a written report in the packet.

### **Reports of Other Trustees.**

Vice President Colwell mentioned that Bingo in the Books event had a great turn out. He offered his appreciation to Laura Stone, project leader of the event, and all staff involved who made it possible.

Treasurer Farr Capizzi remarked that Bingo in the Books was a great community event to support the library. She added that no other event has brought older people together.

Trustee George Kotsinis noticed that the early childhood iPads have been moved into the early childhood room and they work really well in there.

Secretary Sheldon expressed appreciation to the Green Team for the Craft Swap event that is held each spring. There is a lot of work involved.

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

a. Written:

- i. Memoranda from legal counsel. None.
- ii. Other. None.

b. Public comments.

- i. James M. Kotsinis asked about what it is going to be available for tweens in The Point.

Executive Director Livergood and Deputy Director Reese gave an oral reply.

### **Reports of Standing Committees**

- a. Committee of the Whole – Meeting of April 5, 2016
  - i. Building and Grounds. Presented at the meeting.
- b. Committee of the Whole – Meeting of May 2, 2016
  - ii. General
  - iii. Finance
  - iv. Building and Grounds
  - v. Personnel
  - vi. Policy. Presented at the meeting.

### **Executive Director’s Report for April 2016**

Executive Director Livergood presented a written report in the packet.

### **Old Business**

- a. The Point and staff room project updates.  
Executive Director Livergood gave an oral update.
- b. Fundraising update.  
Executive Director Livergood gave a fundraising update.

### **New Business**

- a. 1010 Trustee Code of Ethics and Behavior

Trustee Kotsinis moved and Secretary Sheldon seconded to approve Policy 1010 Trustee Code of Ethics and Behavior as presented and that Policy 1013 Standards of Conduct be eliminated.

The motion carried on a roll call vote as follows:

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

Nays: Diehl

Absent: Beckwith

- b. 3046 The Point

Trustee Kotsinis moved and Trustee Diehl seconded that Policy 3046 The Point be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Beckwith

c. “New and Notable” Library Programs and Services

Treasurer Farr Capizzi introduced the Board to WNPL’s collection of Warren Township High School yearbooks, which dates back as far as 1921. The yearbook collection is part of the Reference Collection and cannot be checked out. The yearbooks provide a small piece of local history.

Treasurer Farr Capizzi also commented about the monthly compilation letter prepared by Lauterbach & Amen, LLP. It is improved, but it needs to state clearly that the firm is not independent with respect to WNPLD. She is willing to pay temporarily if it is necessary.

d. 2016 Building Tour.

Treasurer Farr Capizzi moved and Trustee Kotsinis seconded to suspend videotaping during the Building Tour.

The motion carried unanimously on a voice vote.

Absent: Beckwith

The Board left the meeting room at 7:26 p.m.

The Board returned at 8:33 p.m., and the video recording of the meeting resumed.

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

- i. Prevailing Wage Ordinance
- ii. Transfer to Special Reserve Fund Ordinance
- iii. Annual Meeting Schedule for Fiscal Year 2016-2017 Ordinance
- iv. Adoption of working budget for fiscal year 2016-2017
- v. Semi-annual review of closed minutes
- vi. Other

**Public Forum.** None.

**Announcements**

a. By the chair:

- i. Communications to the public
- ii. Upcoming calendar
  1. No bookmobile service (RFID retagging): Thursday, May 19, and Friday, May 20, 2016
  2. WNPL limited service: June 6–10, 2016
  3. Next Regular board meeting: Tuesday, June 21, 2016, 7:00 p.m.

4. Next Committee meetings
  - a. Committee of the Whole – Tuesday, June 7, 2016, 7:00 p.m.
5. Art Advisory Group: TBD

b. By other Trustees or the Executive Director. None.

**Adjournment**

Trustee Niemi moved and Treasurer Farr Capizzi seconded the motion that the meeting be adjourned.

The motion carried on a unanimous voice vote.

Absent: Beckwith

Vice President Colwell adjourned the meeting at 8:36 p.m.

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Nancy Sheldon  
Secretary

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

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Celia Ornelas  
Recording Secretary