

**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 Board Meeting  
Tuesday, November 15, 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, Diehl, Farr Capizzi, Kotsinis, Niemi, and Sheldon

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Deputy Director Noreen Reese, and Kevin Getty.

**Pledge of Allegiance**

President Beckwith led those present in the Pledge of Allegiance.

**Reading of Mission Statement**

President Beckwith read the Mission Statement aloud.

**Safety Instructions**

Security Monitor Will August gave safety instructions.

**Consent Agenda**

- a. Secretary's Report. Approval of minutes as received or corrected: Regular meeting of October 17, 2016.
- b. Monthly Financial Report for September 2016.
- c. Approval of payrolls for October 2016.
- d. Approval of bills payable for November 2016.
- e. Patron suggestions from October 2016.

Vice President Colwell removed item a. Minutes of Regular meeting October 17, 2016, from the Consent Agenda.

Trustee Niemi moved and Vice President Colwell seconded to accept the Consent Agenda items b. through g.  
The motion carried on a voice vote.

### **Items(s) removed from Consent Agenda**

Secretary Sheldon moved and President Beckwith seconded to accept the Minutes of Regular meeting October 17, 2016, as presented.  
The motion carried on a roll call vote as follows:  
Ayes: Diehl, Farr Capizzi, Niemi, Sheldon, Colwell, Kotsinis, Beckwith  
Abstain: Colwell

### **President's Report**

President Beckwith presented a written report in the packet.  
President Beckwith announced that Kathleen Lovelace has resigned from the Art Advisory Group and she wrote a letter to thank Kathleen for her service.

### **Reports of Other Trustees**

Trustee Kotsinis shared that his son James was very pleased to participate in the STEMbots: Lego Mindstorms Academy program again.  
Also, Trustee Kotsinis described the newly remodeled library at Viking Middle School; the library is a completely different concept and doesn't look like a traditional library.  
Trustee Diehl attended the FOL Veteran's Holiday Event. He said the program was successful.

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

- a. Written. None.
- b. Public comments. None.

### **Reports of Standing Committees**

- a. Committee of the Whole – Meeting of November 3, 2016
  - i. General
  - ii. Finance
  - iii. Building and Grounds
  - iv. Policy
  - v. Personnel

## **Executive Director's Report for November 2016, to Include Strategic Plan Progress Report**

Executive Director Livergood presented a written report in the packet. Executive Director Livergood informed that engineers from Kalwall in Manchester, New Hampshire, will be at the library on November 29, 2016, to remove the defective skylights and replace them. They will test them over winter and make a recommendation on a permanent solution in the spring.

### **New or Notable**

Treasurer Farr Capizzi introduced set of reference books, *The Bank Directory*, published by Accuity. Accuity maintains the most comprehensive directory of information on financial institutions throughout the world, and the library has an annual subscription to these publications.

### **New Business**

- a. Ordinance 2016/2017-6: Annual Levy.

Trustee Niemi moved and Treasurer Farr Capizzi seconded that the Board adopt Ordinance 2016/2017-6, Levy for Fiscal Year 2016-2017.

The motion carried on a roll call vote as follows:

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

- b. Ordinance 2016/2017-7: Ordinance Regulating Reimbursement of Travel, Meal, and Lodging Expenses.

Trustee Kotsinis moved and Secretary Sheldon seconded that the Board adopt Ordinance 2016/2017-7 Regulating Reimbursement of Travel, Meal, and Lodging Expenses.

The motion carried on a roll call vote as follows:

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

- c. Treasurer's report of annual receipts and disbursements.

Trustee Niemi moved and Treasurer Farr Capizzi seconded that the Board accept the Treasurer's Report of Annual Receipts and Disbursements for filing.

The motion carried on a roll call vote as follows:

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

- d. Year-end bonuses for staff.

Secretary Sheldon moved and President Beckwith seconded 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 bonuses included in the current budget prior to December 31, 2016.

The motion carried on a roll call vote as follows:

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

Abstain: Colwell

e. Semi-annual review of closed Executive Session minutes.

President Beckwith reminded Trustees Sheldon and Vice President Colwell that they need to review the closed executive session minutes and recordings prior to the January meeting.

f. Board Policy 1001 Bylaws.

Trustee Kotsinis moved and President Beckwith seconded that Board Policy 1001 Bylaws be approved as presented.

The motion carried on a roll call vote as follows:

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

g. Personnel Policy 307 Sick Leave Benefits.

Trustee Niemi moved and Treasurer Farr Capizzi seconded that Personnel Policy 307 Sick Leave Benefits be approved as amended.

The motion carried on a voice call vote.

h. Resolution 2016/2017-3: Special Use of Storytime Room.

Secretary Sheldon moved and Treasurer Farr Capizzi seconded to adopt Resolution 2016/2017-3 authorizing Special Use of Storytime Room.

The motion carried on a roll call vote as follows:

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

Nays: Diehl

i. Other potentially actionable items: Agenda items for December 2016 regular meeting.

i. Semi-annual review of closed Executive Session minutes

ii. Per Capita Grant requirements

iii. Per Capita Grant approval

### **Enter into Executive Session to Review the Performance of a Specific Employee**

Treasurer Farr Capizzi moved and Secretary Sheldon seconded that the Board enter into Executive Session to discuss performance of the Executive Director [5 ILCS 120/2(c)(1)].

The motion carried on a roll call vote as follows:

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

The Board adjourned the Regular meeting at 7:30 p.m.

### **Reconvene Regular Meeting**

The Board reconvened the Regular Meeting at 8:34 p.m.

**Public Forum.** None.

**Announcements**

- a. By the chair:
  - i. Communications to the public  
President Beckwith announced that she and Executive Director Livergood attended the awards celebration for the Chicago Tribune’s Top 100 Workplaces. Warren-Newport Public Library was recognized as one of 10 Workplace Achievers.
  - ii. Upcoming calendar
    - 1. Next Regular board meeting: Tuesday, December 20, 2016, 7:00 p.m.
    - 2. Next Committee of the Whole: Tuesday, December 6, 2016, 7:00 p.m.

**Adjournment**

Trustee Kotsinis moved and Vice President Colwell seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 8:39 p.m.

---

Nancy Sheldon, Secretary

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

---

Celia Ornelas, Recording Secretary