

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

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

Robert H. Diehl, Sr.  
George Kotsinis  
Sue Niemi

**Regular Meeting  
April 19, 2016  
Carol's Storytime Room**

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

President Beckwith called the meeting to order at 7:02 p.m.

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

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

**Moment of Silence to Honor Helen N. Morrow**

**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 Auguste gave safety instructions.

**Consent Agenda**

- a. Secretary's Report. Approval of minutes as received or corrected
  - i. Regular meeting of March 15, 2016.
- b. Monthly Financial Report for February 2016.
- c. Approval of payrolls for March 2016.
- d. Approval of bills payable for April 2016.
- e. Patron suggestions from March 2016.

- f. Board Policies for approval:
  - i. 1001 Bylaws
  - ii. 1050 Board Correspondence
  - iii. 1055 Public Participation at Board Meetings
  - iv. 2003 Fund Balance
  - v. 3057 Art Collection
  - vi. 3060 Standards of Public Conduct
- g. Personnel Policies for approval:
  - i. 116 Job Postings

Trustee Niemi moved and President Beckwith seconded to accept the Consent Agenda items a through g.

The motion carried on a voice vote.

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

Trustee Colwell joined the meeting at 7:06.

**President’s Report**

President Beckwith presented a written report in the packet. President Beckwith passed around a copy of a sympathy note she sent to former WNPLD Trustee Irene Gruner on the loss of her husband Claus. She also passed around pictures of the staff room decorated in celebration of Library Workers Day.

**Reports of Other Trustees.** None.

**Correspondence, Communications, and Public Comments**

- a. Written:
  - i. Memoranda from legal counsel. None.
  - ii. Other. Thank you card from the staff to the Trustees for treats provided on Library Workers Day.
- b. Public comments. None.

**Reports of Standing Committees**

- a. Committee of the Whole – Meeting of March 1, 2016
  - i. Building and Grounds
- b. Committee of the Whole – Meeting of April 5, 2016
  - ii. General
  - iii. Finance
  - iv. Building and Grounds. None.

- v. Personnel
- vi. Policy

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

Executive Director Livergood presented a written report in the packet. Executive Director Livergood thanked the Trustees for everything that was prepared in celebration of Library Workers Day.

### **Old Business**

- a. The Point and staff room project updates.  
Executive Director Livergood gave an oral update.
- b. Fundraising update.  
President Beckwith distributed a Report of the Ad Hoc Fundraising Committee meeting of April 15, 2016.  
Executive Director Livergood gave a fundraising update.

### **New Business**

- a. 105 Personal Relationships in the Workplace  
Secretary Sheldon moved and President Beckwith seconded to approve second version of Policy 105 with nepotism added.  
Motion was withdrawn.  
Policy 105 Personal Relationships in the Workplace will be discussed further during the Committee of the Whole meeting on May 2, 2016.
- b. Other potentially actionable items: Agenda items for May 2016 regular meeting.
  - i. Tour of the Grounds
- c. Board Self-Evaluation.  
Board Self-Evaluation will be discussed at the next Committee of the Whole meeting.
- d. Statements of Economic Interests  
All trustees have filed the SEI.

**Public Forum.** None.

### **Announcements**

- a. By the chair:
  - i. Communications to the public

- ii. Upcoming calendar
  - 1. Next Regular board meeting: Tuesday, May 17, 2016, 7:00 p.m.
  - 2. Next Committee meetings
    - a. Committee of the Whole – Monday, May 2, 2016, 7:00 p.m.
  - 3. Art Advisory Group: TBD
  - 4. Bingo in the Books: Friday, April 29, 2016, 6:30 p.m.
- b. By other Trustees or the Executive Director. None

**Adjournment**

Trustee Niemi moved and Secretary Sheldon seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 7:32 p.m.

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Nancy Sheldon  
Secretary

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

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Celia Ornelas  
Recording Secretary