

**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  
June 21, 2016  
Meeting Room A**

**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, Far Capizzi, Niemi, and Sheldon  
Trustees absent: Diehl and Kotsinis

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Suzette Lane-Boyd, Anne Linsdau, and Jill R. Ballock.

**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
  - i. Regular meeting of May 17, 2016.
- b. Monthly Financial Report for April 2016.
- c. Approval of payrolls for May 2016.
- d. Approval of bills payable for June 2016.
- e. Patron suggestions from May 2016.
- f. Board Policies for approval:
  - i. 1017 Board Self-Evaluation
  - ii. 4018 Naming Facilities

Treasurer Farr Capizzi moved and Vice President Colwell seconded to accept the Consent Agenda as presented.  
The motion carried on a voice vote.

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

Trustee Kotsinis arrived at 7:02 p.m.

### **President's Report**

President Beckwith presented a written report in the packet.

### **Reports of Other Trustees**

Trustee Niemi attended the Jane Hamilton Author Visit on May 24. The program was very well attended. She also attended the Volunteer Luncheon at Uno's on June 14 and the Grand Reopening of the staff lounge on June 16. She thanked Jill and Bill Ballock for their contribution.

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

- a. Written:
  - i. Memoranda from legal counsel. None.
  - ii. Other.  
Thank you cards to Board of Trustees and Laura Stone for the Volunteers Luncheon at Pizzeria Uno's on Tuesday, June 14, 2016.
  
- b. Public comments.  
Suzette Lane-Boyd expressed concern about her son's suspension from WNPL. Executive Director Livergood will contact her to discuss the matter.

### **Reports of Standing Committees**

- a. Committee of the Whole – Meeting of June 7, 2016
  - i. General
  - ii. Finance
  - iii. Building and Grounds. Report was presented at the meeting.
  - iv. Policy

## **Executive Director's Report for May 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.

### **New Business**

- a. Adoption of working budget for fiscal year 2016-2017  
Treasurer Farr Capizzi moved and President Beckwith seconded that the Board adopt working budget for FY 2016-2017 as presented.  
The motion carried on a roll call vote as follows:  
Ayes: Sheldon, Niemi, Kotsinis, Colwell, Farr Capizzi, Beckwith  
Absent: Diehl
- b. 4025 Public and Community Relations Policy
- c. Trustee Kotsinis moved and Secretary Sheldon seconded that Policy 4025 Community and Media Relations be approved as presented and Policy 4020 News Media Relations be eliminated.  
The motion carried on a roll call vote as follows:  
Ayes: Colwell, Farr Capizzi, Niemi, Sheldon, Kotsinis, Beckwith  
Absent: Diehl
- d. Ordinance 2015-2016-10 Prevailing Wage Rate for FY 2016-2017  
Trustee Niemi moved and President Colwell seconded to adopt Ordinance 2015-2016-10 Prevailing Wage Rate for FY 2016-2017 as presented.  
The motion carried on a roll call vote as follows:  
Ayes: Niemi, Kotsinis, Farr Capizzi, Sheldon, Colwell, Beckwith  
Absent: Diehl
- e. Ordinance 2015-2016-11 Transfer to Special Reserve Fund  
Treasurer Farr Capizzi moved and Trustee Niemi seconded to transfer the sum of \$50,897.27 from the general corporate fund to the Special Reserve Fund.  
The motion carried on a roll call vote as follows:  
Ayes: Kotsinis, Farr Capizzi, Colwell, Niemi, Sheldon, Beckwith  
Absent: Diehl
- f. Ordinance 2015-2016-12 Annual Meeting Schedule for FY 2016-2017  
Trustee Niemi moved and Secretary Sheldon seconded to adopt Ordinance 2015-2016-12 Annual Meeting Schedule for FY 2016-2017 with exception of Tuesday, October 18, 2016, moved to Monday, October 17, 2016.  
The motion carried on a roll call vote as follows:  
Ayes: Sheldon, Kotsinis, Farr Capizzi, Colwell, Niemi, Beckwith

Absent: Diehl

g. Semi-annual review of closed minutes  
Vice President Colwell and Secretary Sheldon reviewed the closed minutes. They will present a formal document at the July meeting.

h. Proposed staff development day: Friday, September 23, 2016

i. “New or Notable” Library Programs and Services  
Treasurer Farr Capizzi highlighted “Let’s Talk Books!”, a book review that Debbie Hoffman and Jessica Stalker do on Pinterest, and showed one of the reviews.  
Executive Director Livergood added that Amy Longwell reviews movies in the “Movie Minute” segment. Both “Let’s Talk Books!” and “Movie Minute” can also be found at the WNPL website and Facebook pages.

Trustee Diehl arrived at 7:27 p.m.

- j. Other potentially actionable items: Agenda items for July 2016 regular meeting.
- i. Tentative Budget and Appropriations Ordinance
  - ii. Building, Sites & Maintenance Ordinance
  - iii. Annual review of non-resident card participation
  - iv. Audit of closed minutes
  - v. Begin work on audit
  - vi. Begin work on IPLAR
  - vii. Begin Work on Per Capita
  - viii. New and Notable
  - ix. Other. None

**Public Forum.** None.

### **Announcements**

- a. By the chair:
- i. Communications to the public
  - ii. Upcoming calendar
    1. Next Regular board meeting: Tuesday, July 19, 2016, 7:00 p.m.
    2. Next Committee meetings
      - a. Committee of the Whole – Tuesday, July 5, 2016, 7:00 p.m.
    3. Bikers for Books: August 28, 10 a.m. to Noon
    4. The Point Grand Opening Celebration: TBD

5. Art Advisory Group: TBD

- 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.

President Beckwith adjourned the meeting at 7:30 p.m.

---

Nancy Sheldon  
Secretary

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

---

Celia Ornelas  
Recording Secretary