

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

Jo Beckwith, President
Tom Colwell, Vice President
Andrea Farr Capizzi, Treasurer
Bonnie Sutton, Secretary

Anne Linsdau-Hoepfner
Kathleen Kettman
George Kotsinis

**Regular Board Meeting
Tuesday, May 16, 2017
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

Trustees absent: Farr Capizzi

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Kathleen Kettman, Michael Kettman, Anne Linsdau-Hoepfner, Walter Hoepfner, Laurie Styracula, Bonnie Sutton, Diana Vickery, Ray Vickery, Jan Marsh, Noreen Reese and Kevin Getty.

Pledge of Allegiance

Trustee Diehl 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 of the Regular Meeting April 18, 2017.
- b. Monthly Financial Report for March 2017.
- c. Patron suggestions from April 2017.
- d. Approval of Board policies:
 - i. 3065 Technology Use by the Public

- e. Approval of Personnel policies:
 - i. 205 Introductory Period
 - ii. 209 Performance Evaluation

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

Treasurer Farr Capizzi arrived at 7:02 p.m.

Correspondence, Communications, and Public Comments

- a. Written:
 - i. From Lake County Clerk: Abstract of votes in Consolidated Election April 4, 2017
 - ii. Memoranda from legal counsel. None.
- b. Public comments. None

Resolution 2016/2017-5 Resolution Confirming Tax Levy Plan for 2017-2018 Levy

Trustee Kotsinis moved and Trustee Diehl seconded that the Board adopt Resolution 2016/2017-5 Confirming Tax Levy Plan for 2017/2018 Levy.
The motion carried on a roll call vote as follows:
Ayes: Farr Capizzi, Niemi, Kotsinis, Diehl, Sheldon, Colwell, Beckwith

Swearing in of Trustees Elected April 4, 2017, by Secretary.

Secretary Sheldon administered the Oath of Office to Trustee-Elect Anne Linsdau-Hoepfner.

Secretary Sheldon administered the Oath of Office to Trustee-Elect Bonnie Sutton.

Secretary Sheldon administered the Oath of Office to Trustee-Elect Kathleen Kettman.

Secretary Sheldon administered the Oath of Office to Trustee-Elect Jo Beckwith.

Adjournment *Sine Die*

Secretary Sheldon moved and Treasurer Farr Capizzi seconded that the meeting be adjourned *sine die*.

The motion carried on a roll call vote as follows:

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

President Beckwith adjourned the meeting *sine die* at 7:08 p.m.

Seating of the New Board

a. Election of President pro tempore

Trustee Farr Capizzi moved and Trustee Beckwith seconded to nominate Trustee Kotsinis as President pro tempore.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Kotsinis, Sutton, Farr Capizzi, Kettman, Colwell, Linsdau

b. Election of Secretary pro tempore

Trustee Farr Capizzi moved and Trustee Beckwith seconded to nominate Trustee Sutton as Secretary pro tempore.

The motion carried on a roll call vote as follows:

Ayes: Linsdau, Sutton, Farr Capizzi, Kettman, Colwell, Beckwith, Kotsinis

c. Call to order, roll call and determination of quorum

Trustees present: Beckwith, Colwell, Farr Capizzi, Kettman, Kotsinis, Linsdau and Sutton

Election of Officers

Trustee Farr Capizzi nominated a slate: Trustee Beckwith for President, Trustee Colwell for Vice President, Trustee Sutton for Secretary and Trustee Farr Capizzi for Treasurer.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Colwell, Farr Capizzi, Kettman, Kotsinis, Linsdau, Sutton

Resolutions in Honor of Trustees Bob Diehl, Sue Niemi and Nancy Sheldon

Treasurer Farr Capizzi moved and Trustee Kotsinis seconded to adopt the Resolution of Appreciation honoring Bob Diehl as presented and read.

The motion carried on a roll call vote as follows:

Ayes: Kettman, Linsdau, Sutton, Farr Capizzi, Kotsinis, Colwell, Beckwith

Treasurer Farr Capizzi moved and Vice President Colwell seconded to adopt the Resolution of Appreciation honoring Sue Niemi as presented and read.

The motion carried on a roll call vote as follows:

Ayes: Kettman, Kotsinis, Linsdau, Farr Capizzi, Sutton, Colwell, Beckwith

Treasurer Farr Capizzi moved and Trustee Kettman seconded to adopt the Resolution of Appreciation honoring Nancy Sheldon as presented and read.

The motion carried on a roll call vote as follows:

Ayes: Kettman, Kotsinis, Linsdau, Farr Capizzi, Sutton, Colwell, Beckwith

Recess for Informal Acknowledgement of Outgoing and Incoming Trustees

Meeting reconvened at 7:37 p.m.

Appointment of Chairperson by New President

President Beckwith appointed chairs as follows:

General and Personnel – Chair: President Beckwith. Personnel Policy Editor:
Trustee Linsdau

Building and Grounds - Chair: Vice President Colwell

Finance – Chair: Treasurer Farr Capizzi

Policy – Chair: Trustee Kettman. Mentors: Trustee Kotsinis and President Beckwith

President’s Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director’s Report for May 2017

Executive Director Livergood presented a written report in the packet.

Committee and Advisory Group Reports

- a. Committee of the Whole – Meeting of May 2, 2017
 - i. General and Personnel
 - ii. Building and Grounds
 - iii. Finance.
 - iv. Policy

Approval of Payroll and Bills Payable

Vice President Colwell and Trustee Kotsinis seconded that the bills payable for May 2017 and the payrolls for April 2017 be approved for payment.

The motion carried on a roll call vote as follows:

Ayes: Linsdau, Kotsinis, Sutton, Farr Capizzi, Kettman, Colwell, Beckwith

Unfinished Business

- a. Use of Committee of the Whole

Trustee Kotsinis moved and President Beckwith seconded that the Board continue its use of Committee of the Whole indefinitely.

The motion carried on a unanimous voice vote.

New Business

a. Approval of Board Roster

Trustee Kotsinis moved and Secretary Sutton seconded that the Board ratify the current Board Roster for filing.

The motion carried on a unanimous voice vote

b. Proposed Staff Development Day: Friday, September 15, 2017

Executive Director Livergood gave information.

Treasurer Farr Capizzi moved and Trustee Kettman seconded to engage Warren Graham for Staff Development Day on Friday, September 15, 2017 and to approve the closure of the library for that day.

The motion carried on a unanimous voice vote.

c. Signature Cards Officers

Executive Director Livergood gave an oral report.

d. Semi-annual review of closed session minutes

President Beckwith explained the review process.

Secretary Sutton and Vice President Colwell will review the closed session minutes and provide a written recommendation for the July Regular Board Meeting.

e. Other potentially actionable items: Agenda items for June 2017 Regular Meeting.

i. Prevailing Wage Ordinance

ii. Regular Meeting schedule for Fiscal Year 2017-2018

iii. Adoption of working budget for Fiscal Year 2017-2018

Public Forum. None.

Announcements

a. By the chair:

i. Communications to the public

ii. Upcoming calendar

1. Friends of the Library (FOL) Meeting, Thursday, May 25, 2017

2. Library Closure for Memorial Day, Monday, May 29, 2017

3. Committee of the Whole Meeting: Tuesday, June 6, 2017, 7:00 p.m.

4. Summer Reading Kick Off with Jim May, Saturday, June 10, 2017, 10:00 a.m.

5. Regular Board Meeting: Tuesday, June 20, 2017, 7:00 p.m.

6. ALA Annual Conference, June 22-27, Chicago, IL. President Beckwith will be attending on Saturday, June 24.

b. By other Trustees or Executive Director. None.

Adjournment

Treasurer Farr Capizzi moved and President Beckwith seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 8:02 p.m.

/s/Bonnie Sutton _____
Bonnie Sutton, Secretary

Approved: June 20, 2017

/s/Celia G. Ornelas _____
Celia Ornelas, Recording Secretary