

**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, August 15, 2017
McCullough 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, Colwell, Farr Capizzi, Kettman, Kotsinis, Linsdau and Sutton

Also present: Executive Director Ryan Livergood, Recording Secretary Janice Marsh, 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.

Correspondence, Communications and Public Comments.

None

Consent Agenda

- a. Approval of payrolls for July 2017.
- b. Approval of bills payable for August 2017.
- c. Patron suggestions from July 2017.
- d. Board policies for approval:
 - i. 2035 Disposal of Surplus Material/Personal Property
 - ii. 4001 Community/Interlibrary Cooperation
- e. Personnel Policies for approval:
 - i. 280 Normal Weekly Hours

Trustee Kettman moved and President Beckwith seconded the Consent Agenda be approved as presented.
The motion carried on a unanimous voice vote.

President's Report

President Beckwith presented a written report at the meeting.

Reports of Other Trustees.

Trustee Kotsinis enjoyed watching WNPL in Gurnee Days Parade.

Reports of Standing Committees

- a. Committee of the Whole – Meeting of August 1, 2017
 - i. General and Personnel
 - ii. Building and Grounds
 - iii. Finance
 - iv. Policy

Executive Director's Report for July 2017

Executive Director Livergood presented a written report in the packet. He was happy to announce that WNPL is the 2017 Gurnee Days Rib Eating Champion, thanks to Eddie Kristan and Mark McDermott. There was a great turnout to walk with WNPL in the Gurnee Days Parade - several staff members; President Beckwith and Treasurer Farr Capizzi; and Sue and Brian Niemi accompanied by their friends riding motorcycles to promote Bikers for Books.

Unfinished Business

- a. Board Knowledge Project
President Beckwith provided extensive oral information. She shared her progress on the Board Knowledge project – binders for Secretary, Policy Chair, President, Evaluation of the ED, and Board Self-Evaluation. President Beckwith and Treasurer Farr Capizzi will meet to discuss the best approach to creating a binder for the Treasurer. Trustee Kotsinis suggested making videos with voice-overs.

New Business

- a. Secretary's report: approval of minutes of the Regular Meeting July 18, 2017

Treasurer Farr Capizzi moved and Trustee Linsdau seconded that the minutes of the Regular Meeting July 18, 2017 be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Kotsinis, Colwell

b. Monthly Financial Report for June 2017

Treasurer Farr Capizzi moved and Trustee Kotsinis seconded that the Monthly Financial report for June 2017 be approved as presented.

The motion carried on a roll call vote as follows:

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

c. Illinois Public Library Annual Report 2017 (IPLAR)

Trustee Kettman moved and President Beckwith seconded that the Illinois Public Library Annual Report 2017 (IPLAR) for Fiscal Year ended June 30, 2017, be accepted for filing.

The motion carried on a roll call vote as follows:

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

d. Other potentially actionable items: Agenda items for September 2017 Regular Meeting.

- i. Budget and Appropriations Ordinance
- ii. National Friends of the Library Week in October
- iii. Other: Advisory Group, and Balance Sheet & Accountant Letters

Public Forum. None.

Announcements

a. By the chair:

- i. Communications to the public
President Beckwith shared an issue of the ILA Reporter with other Trustees.
- ii. Upcoming calendar
 1. Public Hearing for the Annual Budget and Appropriation: Tuesday, September 19, 2017, 6:45 p.m.
 2. Next Regular Board Meeting: Tuesday, September 19, 2017, 7:00 p.m.
 3. Next Committee of the Whole: Tuesday, September 5, 2017, 7:00 p.m.
 4. Bikers for Books: August 27, 10 a.m. to 3 p.m.
 5. ILA Annual Conference, Tinley Park Convention Center, October 12, 2017 (Trustee Day is Thursday, October 12, 2017).

b. By other Trustees or Executive Director

Trustee Kotsinis mentioned that a Solar Eclipse would be occurring on Monday, August 21, 2017.

Adjournment

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

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 7:44 p.m.

/s/ Bonnie Sutton
Bonnie Sutton, Secretary

Approved: September 19, 2017

/s/ Janice Marsh
Janice Marsh, Recording Secretary