

**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

**PUBLIC HEARING:
Budget & Appropriation for Fiscal Year 2017-2018
Tuesday, September 19, 2017 6:45 p.m.
McCullough Room**

President Beckwith called the Public Hearing to order at 6:45 p.m.

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

Also present: Executive Director Ryan Livergood and Recording Secretary Celia Ornelas.

Treasurer Farr Capizzi moved and President Beckwith seconded that Trustee Linsdau act as a secretary Pro Tempore.
The motion carried on a voice vote.
Absent: Colwell, Kotsinis, Sutton

Public Comments. None.

Adjournment

President Beckwith moved and Trustee Kettman seconded that the Public Hearing be adjourned.
The motion carried on a voice vote.
Absent: Colwell, Kotsinis and Sutton.

President Beckwith adjourned the Public Hearing at 7:00 p.m.

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**Regular Board Meeting
Tuesday, September 19, 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, Farr Capizzi, Kettman and Linsdau
Trustees absent: Colwell, Kotsinis, and Sutton

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

Treasurer Farr Capizzi moved and President Beckwith seconded that Trustee Linsdau act as a Secretary Pro Tempore.

The motion carried on a voice vote.

Absent: Colwell, Kotsinis, Sutton

Vice President Colwell arrived at 7:01 p.m.

Treasurer Farr Capizzi moved and Trustee Kettman seconded that the Board allow Trustee Kotsinis to participate by audio conference.

The motion carried on a voice vote.

Absent: Sutton

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

a. Written:

i. Memoranda from legal counsel. None

- ii. Public Comment. None

Consent Agenda

- a. Secretary's report: Approval of minutes of the Regular Meeting August 15, 2017
- b. Monthly Financial Reports for July 2017
- c. Approval of payrolls for August 2017.
- d. Approval of bills payable for September 2017.
- e. Patron suggestions from August 2017.
- f. Board policies for approval:
 - i. 1057 Advisory Groups
 - ii. 4035 Prevailing Wage
 - iii. 4040 Identity Protection

Trustee Kettman moved and President Beckwith seconded that the Board approve the Consent Agenda as presented.

The motion carried on a voice vote.

Absent: Sutton

President's Report

President Beckwith presented a written report at the meeting.

Reports of Other Trustees. None.

Reports of Standing Committees

- a. Committee of the Whole – Meeting of September 5, 2017
 - i. General and Personnel
 - ii. Building and Grounds
 - iii. Finance
 - iv. Policy

Executive Director's Report for August 2017, to Include Strategic Plan Progress Report

Executive Director Livergood presented a written report in the packet.

Unfinished Business

- a. Board Knowledge Project.
President Beckwith gave oral information. She gave Trustee Kettman the Policy Chair binder. Treasurer Farr Capizzi and Trustee Kotsinis will compile a binder for the Treasurer.

New Business

a. Amendment of working budget for FY 2017-2018

Trustee Kettman moved and President Beckwith seconded that the Budget for FY 2017-2018 be amended as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

b. Ordinance 2017/2018-4: Annual Budget and Appropriation

President Beckwith moved and Secretary Pro Tempore Linsdau seconded that the Board adopt Ordinance 2017/2018-4, Budget and Appropriation for Fiscal Year 2017-2018.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

c. Policy 3060 Standards of Public Conduct

President Beckwith moved and Secretary Pro Tempore Linsdau seconded that the Board approve Policy 3060 Standards of Public Conduct as amended.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

d. Resolution 2017/2018-1 Proclamation for National Friends of the Library Week.

President Beckwith moved and Treasurer Farr Capizzi seconded that Resolution 2017/2018-1 Proclamation for National Friends of the Library Week be adopted as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

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

i. Treasurer's Report of Annual Receipts and Disbursements

ii. Resolution 2017/2018-2 to Determine Estimate of Funds Needed for 2017-2018 Fiscal Year

iii. Presentation of Audited Financial Statement for Fiscal Year Ended June 30, 2017.

iv. Evaluation of Executive Director.

Public Forum.

Deputy Director Reese thanked the Board of Trustees for the Staff Development Day. Warren Graham was a great speaker and prepared an amazing program. She and the Managers are working on a condensed version (one page) of Policy 3060 Standards of Public Conduct which should make it easier for Staff and patrons to understand.

Announcements

- a. By the chair:
 - i. Communications to the public. None.
 - ii. Upcoming calendar
 - 1. Next Regular Board Meeting: Tuesday, October 17, 2017, 7:00 p.m.
 - 2. Next Committee of the Whole: Tuesday, October 3, 2017, 7:00 p.m.
 - 3. Intergovernmental Picnic, Wednesday, September 27, 2017, 5:00 p.m.
 - 4. ILA Annual Conference, Tinley Park Convention Center, Tinley Park, Illinois, October 10-12, 2017.
 - 5. Friends of the Library Week, October 15-21, 2017.

Adjournment

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

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 7:50 p.m.

/s/ Anne Linsdau-Hoepfner

Anne Linsdau-Hoepfner, Secretary Pro Tempore

Approved: October 17, 2017

/s/ Celia G. Ornelas

Celia G. Ornelas, Recording Secretary