

**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, December 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, Colwell, Kettman, Linsdau and Sutton

Trustees absent: Farr Capizzi and Kotsinis

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

Pledge of Allegiance

President Beckwith led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Beckwith read the Mission Statement aloud.

Public Comments, Correspondence and Communications

- a. Public Comments. None.
- b. Written:
 - i. Memoranda from legal counsel. None.
 - ii. Other. Thank You cards from WNPL Staff to the Library Board of Trustees for the holiday bonus were distributed to the Board for their review.

Consent Agenda

- a. Secretary's report. Approval of minutes:
 - i. Regular Meeting November 21, 2017.
 - ii. Executive Session of November 21, 2017, to remain closed to the public.
- b. Monthly Financial Report for October 2017.
- c. Approval of payrolls for November 2017.
- d. Approval of bills payable for December 2017.
- e. Patron suggestions from November 2017.
- f. Board Policies for Approval:
 - i. 3010 Hours of Operations
 - ii. 4005 Volunteers

Trustee Kettman moved and Trustee Linsdau seconded the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Kotsinis, Farr Capizzi

Treasurer Farr Capizzi arrived at 7:01 p.m.

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 December 5, 2017
 - i. General and Personnel
 - ii. Building and Grounds
 - iii. Finance
 - iv. Policy
- b. Finance Committee – Meeting of December 5, 2017
 - i. Auditor Search. Report was presented at the meeting.

Trustee Kotsinis arrived at 7:03 p.m.

Executive Director's Report for November 2017

Executive Director Livergood presented a written report in the packet.

Unfinished Business

- a. Treasurer's report of Annual Receipts and Disbursements.

Treasurer Farr Capizzi moved and Secretary Sutton seconded that the Board accept the Treasurer's report of Annual Receipts and Disbursements.

The motion carried on a roll call vote as follows:

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

- b. Submission of Application for Illinois Library Per Capita Grant for Fiscal Year 2018.

Vice President Colwell moved and Secretary Sutton seconded that the Application for Illinois Library Per Capita Grant for Fiscal Year 2018 be submitted.

The motion carried on a roll call vote as follows:

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

- c. Semi-annual review of closed Executive Session minutes.

President Beckwith reminded Secretary Sutton and Vice President Colwell that the semi-annual review of Executive Session minutes must be completed for the January 16, 2018 Board packet.

New Business

- a. Policy 2020 Expendable Trust Fund.

President Beckwith moved and Vice President Colwell seconded that the Board approve Policy 2020 Expendable Trust Fund as presented.

The motion carried on a roll call vote as follows:

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

- b. Resolution 2017/2018-3 Reducing Library Trustees' Term of Office to Four Years.

Trustee Linsdau moved and President Beckwith seconded that the Board adopt Resolution 2017/2018-3, Reducing Library Trustees' Term of Office to Four Years.

The motion carried on a roll call vote as follows:

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

Nays: Kotsinis

- c. Resolution 2017/2018-4 Adopting Policy 1061 Prohibiting Harassment, Discrimination and Retaliation.

Trustee Kotsinis moved and Trustee Linsdau seconded that the Board adopt Resolution 2017/2018-4, Adopting Policy 1061 Prohibiting Harassment, Discrimination and Retaliation.

The motion carried on a roll call vote as follows:

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

- d. Other potentially actionable items: Agenda items for January 2018 Regular Meeting.
 - i. Bond Levy Abatement Ordinance
 - ii. Appointment of Board Self-Evaluation Committee
 - iii. Midyear Financial Report.
 - iv. Other.

Enter into Executive Session to review the performance of a specific employee [5ILCS 120/2.(c)(1)]

President Beckwith moved and Secretary Sutton seconded that the Board enter into Executive Session 5ILCS 120/2.(c)(1) to discuss the performance of the Executive Director and to include Executive Director Livergood in this session. The motion carried on a roll call vote as follows:

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

Enter into Executive Session at 7:17 p.m.

Reconvene Regular Meeting

The Board reconvened in open session at 7:58 p.m.

Motion as a Result of Executive Session

President Beckwith moved and Trustee Linsdau seconded that the Board accept Executive Director Livergood's performance evaluation and increase his compensation to \$128,125.00, beginning January 1st, 2018.

The motion carried on a roll call vote as follows:

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

Public Forum. None.

Announcements

- a. By the chair:
 - i. Communications to the public
 - ii. Upcoming calendar
 - 1. Next Committee of the Whole: Thursday, January 4, 2018, 7:00 p.m.
 - 2. Next Regular Board Meeting: Tuesday, January 16, 2018, 7:00 p.m.
 - 3. 45 Years Kick off Celebration: Wednesday, January 10, 10:30 a.m.
- b. By other Trustees or Executive Director. None

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 8:02 p.m.

/s/Bonnie Sutton
Bonnie Sutton, Secretary

Approved: January 16, 2018

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