

**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-Hoeppner  
Kathleen Kettman  
George Kotsinis

**Regular Board Meeting  
Tuesday, January 16, 2018  
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, Kotsinis, Linsdau and Sutton

Trustees absent: Colwell

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Jan Marsh, Meg Schmaus, 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.

**Public Comments, Correspondence and Communications**

- a. Public Comments. None.
- b. Written:
  - i. Thank You cards from WNPL Staff to the Library Board of Trustees for the holiday bonus.

## **Consent Agenda**

- a. Secretary's report. Approval of minutes:
  - i. Regular Meeting December 19, 2017.
  - ii. Executive Session of December 19, 2017, to remain closed to the public.
- b. Monthly Financial Report for November 2017.
- c. Approval of payrolls for December 2017.
- d. Approval of bills payable for January 2018.
- e. Patron suggestions from December 2017.
- f. Board Policies for Approval:
  - i. 4013 Gift Donation
  - ii. 1057 Advisory Groups
  - iii. 1061 Harassment, Discrimination and Retaliation
- g. Personnel Policy for Approval: 703 Harassment, Discrimination and Retaliation

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

The motion carried on a voice vote.

Absent: Colwell

## **President's Report**

President Beckwith presented a written report at the meeting.

## **Reports of Standing Committees**

- a. Committee of the Whole – Meeting of January 4, 2018
  - iv. General and Personnel
  - v. Finance
  - vi. Policy

## **Executive Director's Report for December 2017**

Executive Director Livergood presented a written report in the packet.

## **Unfinished Business**

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

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board accept the semi-annual review of closed Executive Session minutes.

The motion carried on a voice vote.

Absent: Colwell

b. Board Self-Evaluation update

President Beckwith and Trustee Linsdau edited the survey for the Board Self-Evaluation. President Beckwith distributed evaluation surveys to Trustees. The evaluations are due at the February 6, 2018 Committee of the Whole meeting.

c. Executive Director Evaluation Update

President Beckwith and Trustee Linsdau worked on editing the survey used to evaluate Executive Director Livergood. It is ready to go for next year.

President Beckwith thanked Trustee Linsdau for her work on the two surveys.

d. Patron History Opt-In

Treasurer Farr Capizzi moved and Trustee Kotsinis seconded that Warren-Newport Public Library not enable Patron History in our circulation information system.

The motion failed on a roll call vote as follows:

Ayes: Kotsinis, Farr Capizzi

Nays: Sutton, Kettman, Beckwith

Abstain: Linsdau

Absent: Colwell

**New Business**

a. Ordinance 2017/2018-7 Levy Abatement of Debt Service.

Trustee Kotsinis moved and Secretary Sutton seconded that the Board adopt Ordinance 2017/2018-7 Abating Bond Debt Service Levy for the Year 2017.

The motion carried on a roll call vote as follows:

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

Absent: Colwell

b. Other potentially actionable items: Agenda items for February 2018 Regular Meeting. None.

**Public Forum.** None

**Announcements**

- a. By the chair:
  - i. Communications to the public
    - 1. 45<sup>th</sup> Anniversary Event: Library Tea and Tour, Monday, January 22, 2018, 6:30 p.m. and Tuesday, January 23, 2018, 11:00 a.m.
  - ii. Upcoming calendar
    - 1. Next Committee of the Whole: Tuesday, February 6, 2018, 7:00 p.m.
    - 2. Next Regular Board Meeting: Tuesday, February 20, 2018, 7:00 p.m.
    - 3. Friends of the Library meeting: Thursday, January 25, 2018, 1:30 p.m.
    - 4. ILA Trustee Forum Workshop: Saturday, February 17, 2018, Chicago Marriot Oak Brook.
    - 5. Annual President’s Day Library Legislative Breakfast: Monday, February 19, 2018, Arboretum Club, Buffalo Grove. Tentative attending Trustee Kotsinis, Trustee Linsdau and Secretary Sutton

**Adjournment**

Trustee Linsdau moved and President Beckwith seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 7:41p.m.

/s/ Bonnie Sutton  
Bonnie Sutton, Secretary

Approved: 02/20/2018

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