

**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, February 20, 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 and Linsdau
Trustees absent: Colwell and Sutton

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

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. None.

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

President Beckwith moved and Trustee Linsdau seconded to allow Secretary Sutton to join the meeting remotely.

Motion carries on a voice vote.

Absent: Sutton

Consent Agenda

- a. Secretary's report. Approval of minutes of the Regular Meeting January 16, 2018.
- b. Monthly Financial Report for December 2017.
- c. Approval of payrolls for January 2018.
- d. Approval of bills payable for February 2018.
- e. Patron suggestions from January 2018.
- f. Board Policies for Approval:
 - i. 1001 Bylaws
 - ii. 1053 Recording Board Meetings
 - iii. 3005 Confidentiality
 - iv. 3013 Library Card
 - v. 4010 Friends of the Library
- g. Personnel Policy for approval: 526 Cell Phone Usage
- h. Personnel Policy for elimination: 504 Use of Phone and Mail Systems

Vice President Colwell removed item a. Secretary's Report from the Consent Agenda

President Beckwith removed item f. ii. Board Policy 1053 Recording of Board Meetings from the Consent Agenda. This Policy 1053 will be carried at New Business item d. Editing of January 16, 2018 Regular Meeting video recording.

Trustee Kettman moved and President Beckwith seconded that the Consent Agenda be approved minus items a. and f. ii.

The motion carried on a voice vote.

Items(s) removed from Consent Agenda

Trustee Linsdau moved and President Beckwith seconded to approve the minutes of the Regular Meeting January 16, 2018 as presented.

The motion carried on a voice vote.

Abstain: Colwell

President's Report

President Beckwith presented a written report at the meeting.

Reports of Other Trustees

Trustee Kotsinis attended the "Climate Change: Past and Present" presentation held at WNPL on January 31, 2018.

He also attended the ILA President's Day Legislative Breakfast with Executive Livergood on February 19, 2018.

Reports of Standing Committees

- a. Committee of the Whole – Meeting of February 6, 2018
 - i. General and Personnel
 - ii. Finance
 - iii. Policy
- b. Finance Committee – Auditor Search

Executive Director's Report for January 2018

Executive Director Livergood presented a written report in the packet.

Executive Director Livergood also attended the ILA President's Day Legislative Breakfast and offered his impressions of the event.

Unfinished Business

- a. Board Self-Evaluation update.

Trustees discussed their accomplishments and weaknesses for their self-evaluation 2017. They talked about new goals and improvements for the year 2018.

New Business

- a. Policy 3020 Circulation.

Trustee Kotsinis moved and Treasurer Farr Capizzi seconded that Policy 3020 Circulation be approved as presented.

The motion carried on a voice vote.

b. Policy 3023 Fines and Fees

Trustee Kettman moved and President Beckwith seconded that Policy 3023 Fines and Fees be approved as presented.

The motion carried on a voice vote.

c. Engagement of a new auditor.

Treasurer Farr Capizzi moved and Trustee Linsdau seconded that the Board accept the proposal of Eder, Casella & Co. to audit Financial Statements of WNPL for Fiscal Years ending 2018, 2019 and 2020.

The motion carried on a roll call vote as follows:

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

d. Editing of January 16, 2018 Regular Meeting video recording.

Trustee Kotsinis moved and Treasurer Farr Capizzi seconded that due to the mention of personal information about a trustee during the announcements at the close of the meeting, the information be edited out of the recording of the January 16, 2018.

The motion carried on a roll call vote as follows:

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

Abstain: Beckwith

Trustee Kotsinis moved and President Beckwith seconded to approve Policy 1053 Recording of Board Meetings as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Sutton

e. Board Development: “The Dangerous Myth about Libraries” video.

f. Other potentially actionable items: Agenda items for March 2018 Regular Meeting.

i. Safety/Security strategic plan update

ii. Other.

Public Forum.

Deputy Director Reese mentioned that Mathew Cordell, Gurnee resident, is the winner of the Caldecott Award. Deputy Director Reese and Diana Sills, Head of the Youth Services Department will try to contact him for an event celebration in the Library.

Announcements

a. By the chair:

i. Upcoming calendar

1. Next Committee of the Whole: Tuesday, March 6, 2018, 7:00 p.m.
2. Next Regular Board Meeting: Tuesday, March 20, 2018, 7:00 p.m.
3. Friends of the Library meeting: Thursday, February 22, 2018, 1:00 p.m.
4. Bingo in the Books: Friday, March 16, 2018, 6:30 p.m.

Adjournment

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

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 8:19 p.m.

/s/ Bonnie Sutton
Bonnie Sutton, Secretary

Approved: March 27, 2018

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