

**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, April 17, 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, Kettman, Kotsinis, Linsdau and Sutton

Trustees absent: Colwell and Farr Capizzi

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Juan Soto, Noreen Reese, Sandy Beda 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. Memoranda from legal counsel, Roger A. Ritzman, with reference to Private Devices and FOIA.
 - ii. Letter from the Secretary of State, State Librarian, Jesse White awarding Warren-Newport Public Library District the FY2018 Illinois Public Library Per Capita Grant.
 - iii. Thank you note from WNPL staff for the sweet treats from the Board of Trustees in recognition of National Library Workers Day.

Consent Agenda

- a. Secretary's report. Approval of minutes of the Regular Meeting March 27, 2018.
- b. Monthly Financial Report for February 2018.
- c. Approval of payrolls for March 2018.
- d. Approval of bills payable for April 2018.
- e. Patron suggestions from March 2018.
- f. Board Policy Approval: 4015 Sponsorship
- g. Personnel Policies for approval:
 - i. 306 Workers' Compensation Insurance
 - ii. 308 Time Off to Vote
 - iii. 312 Witness Duty
 - iv. 517 Internet Usage

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

The motion carried on a voice vote.

Absent: Colwell, Farr Capizzi

President's Report

President Beckwith presented a written report.

Reports of Other Trustees. None.

Reports of Standing Committees

- a. Committee of the Whole – Meeting of April 3, 2018
 - i. General and Personnel
 - ii. Finance
 - iii. Policy

Executive Director's Report for March 2018, including WNPLD Development Council report

Executive Director Livergood presented a written report in the packet.

New Business

- a. Budget FY 2018-2019.

- b. Other potentially actionable items: Agenda items for May 2018 Regular Meeting.
 - i. Friends of the Library presentation
 - ii. Review of second draft of working Budget FY 2018-2019
 - iii. Possible transfer of funds from Expendable Trust to Endowment Fund
 - iv. Annually Review the Statement of Purpose and work on any advisory group
 - v. Library Depository Collections

Public Forum. None

Announcements

- a. By the chair:
 - i. Upcoming calendar
 - 1. Next Committee of the Whole: Tuesday, May 1, 2018, 7:00 p.m.
 - 2. Next Regular Board Meeting: Tuesday, May 15, 2018, 7:00 p.m.
 - 3. LACONI Annual trustee Banquet, Friday, May 18, 2018, 6- 9 p.m. Carleton of Oak Park.
 - 4. 45th Anniversary Public Celebration. Matthew Cordell, Caldecott Medal winner. May 19, 2018, 1 – 2 p.m.
 - 5. Friends of the Library meeting: Thursday, May 24, 2018, 1:00 p.m.

Adjournment

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

The motion carried on a voice vote.

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

/s/ Bonnie Sutton
Bonnie Sutton, Secretary

Approved: May 15, 2018

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