

**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, May 15, 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, 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. None.

ii. The board received an invitation for a reception honoring Library Director, Roberta Thomas, from Grayslake Area Public Library District on her retirement after 24 years of service.

## **Consent Agenda**

- a. Secretary's report. Approval of minutes of the Regular Meeting April 17, 2018.
- b. Monthly Financial Report for March 2018.
- c. Approval of payrolls for April 2018.
- d. Approval of bills payable for May 2018.
- e. Patron suggestions from April 2018.
- f. Board Policy for Approval: 1045 Minutes and Recordings of Executive Sessions
- g. Personnel Policies for approval:
  - i. 309 Bereavement Leave
  - ii. 311 Jury Duty
  - iii. 313 Benefits Continuation (COBRA)
  - iv. 314 Educational Assistance

Trustee Linsdau moved and Trustee Kotsinis 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 in the packet.

## **Reports of Other Trustees**

Trustee Kotsinis stated that his son's 6<sup>th</sup> grade class from River Trail School had a field trip to WNPL last month. The students were assigned a research project and had made the trip to the library to find books on their particular research topic.

## **Reports of Standing Committees**

- a. Committee of the Whole – Meeting of May 1, 2018
  - i. General and Personnel
  - ii. Finance
  - iii. Policy

## **Executive Director's Report for April 2018**

Executive Director Livergood presented a written report in the packet.

## **Unfinished Business**

- a. Budget FY 2018-2019 update.  
Executive Director Livergood gave an oral update.

## **New Business**

- a. Policy 4045 Social Media.

President Beckwith moved and Trustee Kotsinis seconded that Policy 4045 Social Media be approved as presented.

The motion carried on a voice vote.

Absent: Colwell

- b. Trustee Vacancy.

President Beckwith informed the Board about procedures necessary when filling a Board vacancy. The trustee vacancy will be further discussed at Committee of the Whole in June.

- c. Other potentially actionable items: Agenda items for June 2018 Regular Meeting.

- i. Adoption of Working Budget
- ii. Ordinance Regular Meeting Schedule for FY 2018-2019
- iii. Prevailing Wage Ordinance
- iv. Ordinance to Transfer to the Special Reserve Fund
- v. Update on Strategic Plan 2016-2019
- vi. Semi-annual review of closed session minutes
- vii. Fines Free

## **Public Forum**

Deputy Director Reese informed the Board that The Shanty Restaurant in Wadsworth was recently remodeled and expanded. The owner of the restaurant posted on the restaurant's Facebook page that he had worked on the planning and remodeling of his restaurant in a study room at WNPL..

## **Announcements**

- a. By the chair:
  - i. Upcoming calendar
    - 1. Matthew Cordell Caldecott Medal Winner Celebration: Saturday, May 19, 2018, 1:00 p.m.
    - 2. Next Committee of the Whole: Tuesday, June 5, 2018, 7:00 p.m.
    - 3. Next Regular Board Meeting: Tuesday, June 19, 2018, 7:00 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 7:35 p.m.

/s/Bonnie Sutton  
Bonnie Sutton, Secretary

Approved: June 19, 2018

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