

**Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees**

Jo Beckwith, President
George Kotsinis, Vice President
Andrea Farr Capizzi, Treasurer
Bonnie Sutton, Secretary

Jennifer Cheng
Kathleen Kettman
Anne Linsdau-Hoeppe

**Regular Board Meeting
Tuesday, August 21, 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, Colwell, Farr Capizzi, Kettman, Kotsinis, Linsdau and Sutton

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Jon VanPay, Josh Green, Joanne Tully, Janhvi Dubey, Miguel Cheng, Nicolas Cheng, Linsey Cheng, Jennifer Cheng, Rene Garward, Amanda Mietus, Megan Garward, Stephen Gardward, Mathew Waloski, Janet Colwell, Kevin Getty and Noreen Reese.

Pledge of Allegiance

President Beckwith led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Beckwith read the Mission Statement.

Public Comments, Correspondence and Communications. None.

Trident Robotics Team Donation of 3D Printer

Jahnvi Dubey, Trident Robotics Team leader, introduced herself and the team. She explained the purpose and the goals of the Trident Robotics team. The Trident Robotics Team presented a 3D printer, donated through the Abbott giving campaign, to WNPL. Jahnvi thanked WNPL for their continuing collaboration, and specifically thanked Joanne Tully for being an inspirational leader and role model.

Consent Agenda

- a. Secretary's report. Approval of minutes of:
 - i. Regular Meeting July 17, 2018
 - ii. Executive Session August 7, 2018, to be closed to the public
- b. Approval of payrolls for July 2018
- c. Approval of bills payable for June 2018
- d. Patron suggestions from July 2018
- e. Board policies for approval:
 - i. 1035 Legal Counsel and Professional Consultation
 - ii. 2010 Routine Banking Procedures
 - iii. 2025 Purchasing (Bids-Quotations)
- f. Personnel policies for approval:
 - i. 324 Employee Assistance Program
 - ii. 326 Flexible Spending Account

Vice President Colwell removed item a. i. and a. ii. from the Consent Agenda

Trustee Linsdau moved and Vice President Colwell seconded to approve the Consent Agenda minus items a. i. Regular minutes July 17, 2018 and a. ii. Executive Session minutes August 7, 2018.

The motion carried on a unanimous voice vote.

Items(s) removed from Consent Agenda

Trustee Kotsinis moved and President Beckwith seconded to approve items a. i. Regular minutes July 17, 2018 and a. ii. Executive Session minutes August 7, 2018.

The motion carried on a roll call vote as follows:

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

Abstain: Colwell

Trustee Vacancy Update. Declaration of Vacancy in the Office of Library Trustee/Acceptance of Resignation of Trustee Tom Colwell

President Beckwith moved and Trustee Linsdau seconded to accept the resignation of Tom Colwell with respect and gratitude for his service to WNPLD.

The motion carried on a roll call vote as follows:

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

Abstain: Colwell

Action as a Result of Consideration the Selection of a Person to Fill a Public Office. Appointment of a Person to Fill the Vacant Seat on the Library Board

President Beckwith moved and Trustee Kotsinis seconded that the Board appoint Jennifer Cheng to the WNPLD Board of Trustees.

The motion carried on a roll call vote as follows:

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

*Former Trustee Colwell participated in the vote, but his vote was not required for passage.

Swearing in of Newly Appointed Trustee by the Secretary

Secretary Sutton administered the Oath of Office to newly appointed Trustee Jennifer Cheng.

Approval of Board Roster

President Beckwith moved and Trustee Linsdau seconded that the Board ratify the current board roster for filing, including the officers elected tonight.

The motion carried on a roll call vote as follows:

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

Resolution of Appreciation in Honor of Trustee Tom Colwell

President Beckwith read the Resolution of Appreciation for Trustee Tom Colwell. President Beckwith moved and Treasurer Farr Capizzi seconded to adopt the Resolution of Appreciation honoring Tom Colwell as presented.

The motion carried on a roll call vote as follows:

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

Recess for Informal Acknowledgement of Outgoing and Incoming Trustees

The meeting recessed at 7:30 p.m.

Meeting resumed at 7:42 p.m.

President Beckwith moved and Trustee Kotsinis seconded to edit the social time from the video.

The motion carried on a unanimous voice vote.

Election for Vice President

President Beckwith moved and Trustee Kettman seconded to nominate Trustee George Kotsinis as Vice President of the Board.

The motion carried on a roll call vote as follows:

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

Appointment of Building & Grounds Chair

President Beckwith appointed Vice President Kotsinis as Chairperson of Buildings & Grounds.

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees

Vice President Kotsinis marched in the Parade at Gurnee Days on August 10, 2018. He felt privileged to represent the Library in the parade. Treasurer Farr Capizzi also marched in the Parade. She reported that Trustee Kotsinis' young son led the Warren-Newport Public Library team and marched in front of the WNPL banner.

Reports of the Standing Committees

- a. Committee of the Whole – Meeting of June 5, 2018
 - i. General, Finance and Personnel
 - ii. Policy

Executive Director's Report for July 2018

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Semi Annual review of closed minutes

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded to approve the Semi Annual review of closed minutes as presented.

The motion carried on a voice vote.

New Business

- a. Monthly financial report for June 2018

Treasurer Farr Capizzi moved and Trustee Kettman seconded to approve the monthly financial report June 2018 as presented.

The motion carried on a voice vote.

b. Illinois Public Library Annual Report (IPLAR) for 2018
Trustee Linsdau moved and President Beckwith seconded to approve the Illinois Public Library Annual Report (IPLAR) for 2018 as presented.
The motion carried on a unanimous voice vote.

- c. Other potentially actionable items: Agenda items for August 2018
Regular Meeting
- i. FY 2018-2019 Budget
 - ii. Budget and Appropriation Ordinance
 - iii. Proclamation Friends of the Library Week
 - iv. Audit
 - v. Treasurer's Annual Report of all Receipts and Expenditures
 - vi. Transfer unexpended funds from prior FY to Special Reserve Fund
 - vii. Other

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 1. Friends of the Library meeting: Thursday, August 23, 2018, 1:00 p.m.
 2. September is Library Card Sign-up Month.
 3. Library Closed, Labor Day, Monday, September 3, 2018.
 4. Next Committee of the Whole: Tuesday, September 4, 2018, 7:00 p.m.
 5. Public Hearing: Monday, September 17, 2018, 6:45 p.m.
 6. Next Regular Board Meeting: Monday, September 17, 2018, 7:00 p.m.
 7. Tuesday, September 18, 2018, first day to circulate nomination. petitions for the office of Library Trustee, Consolidated Election April 2, 2019.
 8. Banned Books Week, Sunday, September 23-29, 2018.
 9. Celebration Square Dedication Event, Saturday, November 3, 2:00 p.m.

Adjournment

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

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 8:09 p.m.

/s/Bonnie Sutton
Bonnie Sutton, Secretary

Approved: September 17, 2018

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