

**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-Hoepfner

**Regular Board Meeting  
Tuesday, October 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, Cheng, Farr Capizzi, Linsdau and Sutton.

Trustees absent: Kettman and Kotsinis.

Trustee Kotsinis arrived at 7:01 p.m.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Noreen Reese, Kevin Getty, Laura Stone and Janice 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.** None.

**Fundraising Discussion with Stu Wilson, Director/Principle Consultant of Library Strategies.**

Stu Wilson, Director/Principle Consultant of Library Strategies, joined the meeting by call conference. Stu Wilson summarized some of the struggles of library fundraising and answered questions from Trustees. The fundraising discussion will be placed on the agenda for Committee of the Whole, November 6, 2018.

## **Consent Agenda**

- a. Secretary's report. Approval of minutes of:
  - i. Public Hearing: Budget & Appropriation for Fiscal Year 2018-2019.
  - ii. Regular Meeting September 17, 2018.
- b. Approval of payrolls for September 2018.
- c. Approval of bills payable for August 2018.
- d. Patron suggestions from September 2018.
- e. Board policy for approval:
  - i. 1007 Electronic Communication Among Trustees
  - ii. 3040 Services to Schools
  - iii. 3046 The Point
- f. Personnel Policy 305 Holidays.

President Beckwith removed item f. Policy 305 Holidays from the Consent Agenda.

Treasurer Farr Capizzi moved and Vice President George Kotsinis seconded to approve the Consent Agenda minus item f.

The motion carried on a voice vote.

Absent: Kettman

## **Items(s) removed from Consent Agenda**

President Beckwith moved and Vice President Kotsinis seconded to approve item f. Personnel Policy 305 Holidays as amended.

The motion carried on a voice vote.

Absent: Kettman

## **President's Report**

President Beckwith presented a written report in the packet.

## **Reports of Other Trustees**

Vice President Kotsinis enjoyed seeing author John Flanagan on October 1, 2018.

Treasurer Farr Capizzi was visiting the library when Miss Jamie's Farm Music program from the Children's Department was taking place in the Meeting Rooms. The program was outrageously fun, and Jamie was great.

## **Reports of the Standing Committees**

- a. Committee of the Whole – Meeting of October 2, 2018.
  - i. Personnel and General
  - ii. Finance

- iii. Policy
- iv. Building & Grounds

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

Executive Director Livergood presented a written report in the packet.

#### **Unfinished Business**

- a. Landscaping project.  
Executive Director Livergood gave an update.
  
- b. Per Capita Grant Requirements.  
Executive Director Livergood gave a reminder that the deadline for Trustees to complete this year's Per Capita Grant requirements is November 25, 2018.

#### **New Business**

- a. Approval of financial statements for July and August 2018.  
Executive Director Livergood gave an update.
  
- b. Resolution 2018/2019-2 To Determine Estimate Funds Needed for Fiscal Year 2018-2019.

Treasurer Farr Capizzi moved and Trustee Linsdau seconded that Resolution 2018/2019-2 To Determine Estimate Funds Needed for FY 2018-2019 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Kettman

- c. Quarterly Board self-evaluation board goals.  
Board goals were discussed. The 2018 goals should be completed by the time the Board completes its 2019 self-evaluation after the first of the year. Trustees Farr Capizzi and Beckwith will collaborate to finish the Treasurer's binder.
  
- d. Evaluation of Executive Director.  
President Beckwith will test the ED survey after Vice President Kotsinis finishes automating it. President Beckwith will compile ED salary data from the LACONI survey to use during the evaluation discussion.
  
- e. Other potentially actionable items: Agenda items for November 2018 Regular Meeting.
  - i. Annual Levy Ordinance

- ii. Year-end bonuses for staff
- iii. Quarterly Board self-evaluation board goals

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Communications to the public  
Treasurer Farr Capizzi announced she will host a Halloween Party, Saturday, October 21, 2018.
  - ii. Upcoming calendar
    - 1. Friends of the Library Week, October 21-27, 2018
    - 2. Celebration Square Dedication Event, Saturday, November 3, 2018, 2:00 p.m.
    - 3. Next Committee of the Whole: Tuesday, November 6, 2018, 7:00 p.m.
    - 4. Public Hearing: Truth In Taxation Act (TITA). Tuesday, November 20, 2018, 6:45 p.m.
    - 5. Next Regular Board Meeting: Tuesday, November 20, 2018, 7:00 p.m.

**Adjournment**

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 7:59 p.m.

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Bonnie Sutton, Secretary

Approved: \_\_\_\_\_

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Celia G. Ornelas, Recording Secretary