

**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, December 18, 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, Kettman, Kotsinis, Linsdau and Sutton

Also present: Executive Director Ryan Livergood, Recording Secretary Celia G. Ornelas, Jesus Trujillo, Noreen Reese 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. Thank You card from the Admin-Graphics team to the Board of Trustees for their generosity during the holidays.

Consent Agenda

- a. Secretary's report. Approval of minutes of:
 - i. Truth in Taxation Public Hearing, November 20, 2018
 - ii. Regular Meeting, November 20, 2018
 - iii. Executive session, November 20, 2018, to remain closed to the public
- b. Reports of standing committees. Committee of the Whole – Meeting of December 4, 2018.
 - i. Summary, General and Personnel

- ii. Finance
- iii. Policy
- c. Monthly financial report for September 2018
- d. Approval of payrolls for November 2018.
- e. Approval of bills payable for October 2018.
- f. Patron suggestions from November 2018.

Treasurer Farr Capizzi moved and Trustee Linsdau seconded that the Consent Agenda be approved as presented.

The motion carried on a unanimous voice vote.

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees

Treasurer Farr Capizzi reported that she will participate in a teleconference call with Lauterbach & Amen, LLP., scheduled with Executive Director Livergood and Doug Wideburg on December 19, 2018 at 9:00 a.m.

Executive Director's Report for December 2018

Executive Director Livergood presented a written report in the packet.

Unfinished Business

- a. Approval of financial statements for October 2018.

Executive Director Livergood gave an oral update.

Treasurer Farr Capizzi moved and Trustee Kettman seconded that the financial statements for October be approved as presented.

The motion carried on a unanimous voice vote.

- b. Audited Financial statement by Eder, Casella & Company for FY ended June 30, 2018.

Treasurer Farr Capizzi explained the Audited Financial statement to the Trustees.

Treasurer Farr Capizzi moved and Trustee Linsdau seconded that the financial statement for Fiscal Year ending June 30, 2018, as audited by Eder, Casella & Company be accepted for filing.

The motion carried on a roll call vote as follows:

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

- c. Treasurer's Report of annual receipts and disbursements

Trustee Kettman moved and Treasurer Farr Capizzi seconded that the Board accept the Treasurer's report of annual receipts and disbursements for filing. The motion carried on a roll call vote as follows:

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

New Business

a. Policy 3013 Library Card

Trustee Kettman moved and President Beckwith seconded that Policy 3013 Library Card be approved as revised.

The motion carried on a unanimous voice vote.

b. Policy 401 Timekeeping

President Beckwith moved and Trustee Kettman seconded that Policy 401 Timekeeping be approved as presented.

The motion carried on a unanimous voice vote.

c. Policy 403 Paydays

President Beckwith moved and Secretary Sutton seconded that Policy 403 Paydays be approved as presented.

The motion carried on a unanimous voice vote.

d. Policy 409 Administrative Pay Corrections.

Trustee Linsdau moved and Secretary Sutton seconded that Policy 409 Administrative Pay Corrections be approved as presented.

The motion carried on a unanimous voice vote.

e. Semi-annual review of executive session minutes.

President Beckwith reminded Secretary Sutton and Vice President Kotsinis that the semi-annual review of Executive Session minutes must be completed for the Regular Meeting January 15, 2019.

f. Submission of Application for Illinois Per Capita Grant for Fiscal Year 2019.

Treasurer Farr Capizzi moved and Trustee Kettman seconded that the Application for the Illinois Public Library Per Capita Grant for Fiscal Year 2019 be submitted.

The motion carried on a roll call vote as follows:

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

g. Board Self-Evaluation: Appointment of Committee

Vice President Kotsinis, Trustee Linsdau, and Trustee Cheng volunteered to serve on the Board Self-Evaluation Committee.

- h. Other potentially actionable items: Agenda items for January 15, 2019 Regular Meeting.
 - i. Board Policies: 1010 Trustee Code of Ethics, 1020 Conflict of Interest and 3035 Reference and Reader's Advisory Services.
 - ii. Personnel Policies: 303 Vacation Benefits and 305 Sick Leave.
 - iii. Financial Statements November 2018.
 - iv. Ordinance 2018/2019-6 Bond Levy Abatement.
 - v. Board self-evaluation.
 - vi. Update on strategic planning 2016-2018.
 - vii. Fundraising update.

Enter Into Executive Session to Review the Performance of a Specific Employee [5ILCS 120/2.(c)(1)]

President Beckwith moved and Vice President Kotsinis seconded that the Board enter into executive session 5ILCS 120/2(c)(1) to discuss the performance of the Executive Director with Executive Director Livergood present. The motion carried on a unanimous voice vote.

Executive Session started at 7:33 p.m.

Reconvene Regular Meeting

Regular meeting reconvened at 8:02 p.m.

Motion(s) as a result of Executive Session

President Beckwith moved and Vice President Kotsinis seconded that the Board accept Executive Director Livergood's performance evaluation and increase his compensation to \$132,613.00 beginning January 1, 2019.

The motion carried on a roll call vote as follows:

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

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Communications to the public
 - ii. Upcoming calendar
 - 1. Next Regular Board Meeting: Tuesday, January 15, 2018, 7:00 p.m.
 - 2. Next Committee of the Whole: Tuesday, February 5, 2018, 7:00 p.m.

Adjournment

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

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 8:07 p.m.

/s/ Bonnie Sutton
Bonnie Sutton, Secretary

Approved: January 15, 2019

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