

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

Jo Beckwith, President

Jennifer Cheng

George Kotsinis, Vice President

Anne Linsdau-Hoepfner

Andrea Farr Capizzi, Treasurer

Bonnie Sutton, Secretary

**Regular Board Meeting  
Tuesday, February 19, 2019  
McCullough Room**

**Call to Order, Roll Call, and Determination of Quorum**

Vice President Kotsinis called the Meeting to order at 7:00 p.m.

Trustees present: Cheng, Farr Capizzi, Kotsinis and Sutton.

Trustees absent: Beckwith, Kettman and Linsdau.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Kevin Getty and Noreen Reese.

**Pledge of Allegiance**

Vice President Kotsinis led those present in the Pledge of Allegiance.

**Reading of Mission Statement**

Vice President Kotsinis read the Mission Statement aloud.

**Public Comments, Correspondence and Communications**

a. Public Comments. None

b. Written:

- i. Thank you cards to the Board of Trustees from Tom & Janet Colwell for the gift in remembrance of their grandson, and from Patty Sawin for the staff bonus.

**Resolution 2018/2019-3 to Accept the Resignation of Kathleen Kettman and Declare a Library Trustee Vacancy**

Treasurer Farr Capizzi moved and Secretary Sutton seconded that Resolution 2018/2019-3 to accept the resignation of Kathleen Kettman and declare a library trustee vacancy be approved as presented.

The motion carried on a roll call.

Ayes: Farr Capizzi, Sutton, Cheng, Kotsinis

Absent: Linsdau, Beckwith, Kettman

### **Resolution in Honor of Trustee Kathleen Kettman**

Treasurer Farr Capizzi moved and Secretary Sutton seconded to postpone the Resolution of Appreciation honoring Kathleen Kettman to the Regular Meeting March 19, 2019.

The motion carried on a voice vote.

Absent: Linsdau, Beckwith

### **Consent Agenda**

- a. Secretary's report. Approval of minutes of Regular Meeting January 15, 2019
- b. Reports of Standing Committees. Committee of the Whole Meeting, February 12, 2019.
  - i. Finance
  - ii. Building and Grounds
  - iii. Policy
  - iv. Summary, Personnel, and General
- c. Monthly financial report for December 2018
- d. Approval of payrolls for January 2019.
- e. Approval of bills payable for December 2018.
- f. Patron suggestions from January 2019.
- g. Approval of Board Policies:
  - i. 2003 Fund Balance
  - ii. 3065 Technology Use by the Public
  - iii. 3070 Food Allergies

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

The motion carried on a voice vote.

Absent: Linsdau, Beckwith

### **President's Report**

President Beckwith submitted a written report in the packet.

### **Reports of Other Trustees**

Vice President Kotsinis reported that Executive Director Livergood and he attended the President's Legislative Breakfast in Oak Brook, on Monday, February 18, 2019. It was an opportunity to meet with Local Elected Representatives to discuss how libraries are strengthening our communities. Executive Director added that it was an interesting event that provided an opportunity for libraries to form connections with local elected officials.

## **Executive Director's Report for January 2019**

Executive Director Livergood presented a written report in the packet.

### **Unfinished Business**

- a. Board self-evaluation update.  
Vice President Kotsinis gave an oral update.
- b. Budget: Capital planning budget review, including LED lighting and an overview of major projects for FY 2019-2020  
Kevin Getty, Head of Technology and Facilities gave an oral update.
- c. Library Bookkeeping  
Executive Director Livergood gave an oral update.

### **New Business**

- a. Adoption of Intergovernmental Agreement between the Village of Gurnee and the Warren-Newport Public Library District to contract for repair and maintenance of parking lots.

Treasurer Farr Capizzi moved and Secretary Sutton seconded to authorize Vice President Kotsinis as acting President which enabled him to sign and authorize the Intergovernmental agreement.

The motion carried on a voice vote.

Absent: Linsdau, Beckwith

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded to approve the Intergovernmental Agreement between the Village of Gurnee and the Warren-Newport Public Library District to contract for repair and maintenance of parking lots.

The motion carried on a roll call.

Ayes: Cheng, Farr Capizzi, Sutton, Kotsinis

Absent: Linsdau, Beckwith

- b. Other potentially actionable items: Agenda items for March 2019 Regular Meeting.
  - i. Resolution in honor of Kathleen Kettman.
  - ii. Appointment of Policy Chair.
  - iii. Executive Session to consider the selection of a person to fill a public office.

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    - 1. Friends of the Library meeting, Thursday, February 28, 2019, 1:00 p.m.
    - 2. Next Committee of the Whole: Tuesday, March 5, 2019, 7:00 p.m.
    - 3. Next Regular Board Meeting: Tuesday, March 19, 2019, 7:00 p.m.
    - 4. Oakbrook Trustee Workshop 2019, Saturday, March 16, 2019, 8:00 a.m. – 3:30 p.m. President Beckwith will attend.
  
- b. By other Trustees or Executive Director
  - Tom Beckwith, President Beckwith’s husband, passed away on February 14, 2019. Trustees will collectively donate to the Beckwith Memorial Music Award to honor Tom Beckwith.

**Adjournment**

Treasurer Farr Capizzi moved and Trustee Cheng seconded that the meeting be adjourned.

The motion carried on a voice vote.

Vice President Kotsinis adjourned the meeting at 7:34 p.m.

/c/ Bonnie Sutton  
Bonnie Sutton, Secretary

Approved: March 19, 2019

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