

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

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

Jennifer Cheng
Phyllis Lemmon
Anne Linsdau-Hoepfner

**Regular Board Meeting
Tuesday, June 18, 2019
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, Kotsinis, Linsdau and Sutton.
Trustees absent: Lemmon.

Also present: Executive Director Ryan Livergood, Celia G. Ornelas Recording Secretary, 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. None

Consent Agenda

- a. Secretary's Report. Approval of Minutes:
 - i. Regular Meeting May 21, 2019
 - ii. Executive Session May 21, 2019, to remain closed to the public
- b. Reports of Standing Committees. Committee of the Whole Meeting, June 4, 2019.
 - i. Finance
 - ii. Building and Grounds
 - iii. Summary, Policy, Personnel, and General
- c. Monthly financial report for April 2019.
- d. Approval of payrolls for May 2019.
- e. Approval of bills payable for April 2019.

- f. Patron suggestions from May 2019.
- g. Approval of Board Policy 1003 Electronic Participation at Meetings.

Vice President Kotsinis moved and Trustee Linsdau seconded to approve the Consent Agenda as presented.

The motion carried on a voice vote.

Absent: Lemmon

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None

Executive Director's Report

Executive Director Livergood presented a written report in the packet.

New Business

- a. Resolution 2018/2019-5 to accept the resignation of Phyllis Lemmon and declare a library trustee vacancy

President Beckwith moved and Secretary Sutton seconded that Resolution 2018/2019-5 to accept the resignation of Phyllis Lemmon and declare a library trustee vacancy be approved as presented.

The motion carried on a roll call vote as follows:

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

- b. Monthly financial report for May 2019

Executive Director Livergood gave an oral report.

Treasurer Farr Capizzi moved and President Beckwith seconded to accept the monthly financial report for May 2019 as presented.

The motion carried on a unanimous voice vote.

- c. Personnel Policy 303 Vacation Benefits

President Beckwith moved and Trustee Linsdau seconded that Policy 303 Vacation Benefits be approved as amended.

The motion carried on a unanimous voice vote.

- d. Policy 2040 Wage Scale

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded that Policy 2040 Wage Scale be approved as presented.

The motion carried on a roll call vote as follows:

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

e. Adopting of working budget for FY 2019-2020.

Treasurer Farr Capizzi moved and Trustee Linsdau seconded that working budget for FY 2019-2020 be approved as presented.

The motion carried on a roll call vote as follows:

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

f. Ordinance 2018/2019-7 Annual Meeting Schedule for FY 2019-2020

President Beckwith moved and Secretary Sutton seconded to approve

Ordinance 2018/2019-7 Annual Meeting Schedule for FY 19-20 as presented.

The motion carried on a roll call vote as follows:

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

g. Staff Development

Secretary Sutton moved and President Beckwith seconded that the Library should be closed on Friday, September 13 for Staff Development Day 2019.

The motion carried on a unanimous voice vote.

h. Other potentially actionable items: Agenda items for July 2019 Regular Meeting.

- i. Building, Sites & Maintenance Ordinance
- ii. Annual Review of Non-Resident Card Participation Ordinance
- iii. Tentative Budget and Appreciation Ordinance
- iv. IPLAR – Audit of Regular minutes FY 2018-2019
- v. Audit of closed minutes
- vi. Begin work on audit
- vii. Debt refinancing
- viii. Other.

Enter into Executive Session to consider the selection of a person to fill a public office [5 ILCS 120/2.(c)(3).

President Beckwith moved and Vice President Kotsinis seconded that the Board enter into Executive Session, along with Executive Director Livergood, to consider the selection of a person to fill the vacancy in the office of library trustee.

The motion carried on a unanimous voice vote.

The Board of Trustees entered into Executive Session at 7:24 p.m.

Reconvene Regular Meeting

Regular Meeting reconvened at 7:54 p.m.

Public Forum. None

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Library Closed. Independence Day, Thursday, July 4.
 - 2. Celebration Square, Saturday, July 13, 1:30 p.m.
 - 3. Next Regular Board Meeting: Tuesday, July 16, 2019, 7:00 p.m.
 - 4. Next Committee of the Whole Meeting: Tuesday, August 6, 2019, 7:00 p.m.
 - 5. ILA Annual Conference, Tinley Park Convention Center, October 22-24, 2019. Trustee Day: 8 a.m. – 4 p.m., Thursday October 24.

Adjournment

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

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 7:56 p.m.

/s/ Bonnie Sutton

Bonnie Sutton, Secretary

Approved: July 16, 2019

/s/ Celia G. Ornelas

Celia G. Ornelas, Recording Secretary