

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

Jo Beckwith, President	Katherine Arnold
George Kotsinis, Vice President	Jennifer Cheng
Bonnie Sutton, Secretary	Anne Linsdau-Hoepfner
Andrea Farr Capizzi, Treasurer	

**Regular Board Meeting  
Tuesday, August 20, 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.

Also present: Executive Director Ryan Livergood, Celia G. Ornelas Recording Secretary, Kevin Getty and Sandy Beda.

**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. President Beckwith handed an invitation to attend the 3<sup>rd</sup> Annual Special Districts Summit taking place September 18 in Chicago, presented by the Government Technology Magazine.

**Consent Agenda**

- a. Secretary's Report. Approval of Minutes of Executive Session Meeting August 6, 2019, to remain closed to the public.
- b. Reports of Standing Committees. Committee of the Whole Meeting August 6, 2019.
  - i. Finance
  - ii. Building and Grounds
  - iii. Summary, Policy, Personnel and General
- c. Monthly Financial Report for June 2019

- d. Approval of payrolls for July 2019.
- e. Approval of bills payable for June 2019.
- f. Patron suggestions from July 2019.
- g. Approval of Board Policy 3050 Meeting Rooms.

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded that the Consent Agenda be approve as presented.  
The motion carried on a unanimous voice vote.

**Resolution 2019/2020-1 to appoint a new Library Trustee.**

Trustee Linsdau moved and Treasurer Farr Capizzi seconded that Resolution 2019/2020-1 to appoint Katherine Arnold to fill the vacancy until the next Regular Library Election in April 2021 be approved as presented.  
The motion carried on a roll call vote as follows:  
Ayes: Linsdau, Farr Capizzi, Cheng, Kotsinis, Sutton, Beckwith

**Swearing in of Newly Appointed Trustee by the Secretary**

Secretary Sutton administered the Oath of Office to newly appointed Trustee Katherine Arnold.

**Recess for Informal Acknowledgement of Incoming Trustees**

President Beckwith moved and Vice President Kotsinis seconded to enter into recess for informal acknowledgement of incoming trustee.  
The motion carried on a unanimous voice vote.

The meeting recessed at 7:04 p.m.

Meeting resumed at 7:17 p.m.

President Beckwith moved and Secretary Sutton seconded to edit social time from the meeting recording.

The motion carried on a unanimous voice vote.

**Appointment of Policy Chairperson**

President Beckwith appointed Trustee Arnold as Chairperson of Policy.

**Approval of Board Roster**

President Beckwith moved and Trustee Linsdau seconded that the Board ratify the current board roster for filing.

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 discussed information with the Auditors. Treasurer Farr Capizzi participated in the Gurnee Days Parade.

Vice President Kotsinis and Trustee Linsdau also participated in the Gurnee Days Parade.

Secretary Sutton, President Beckwith and Executive Director Livergood attended the Gurnee Days Honorary Dinner.

## **Executive Director's Report to Include Final Strategic Plan Assessment**

Executive Director Livergood presented a written report in the packet.

## **Old Business**

- a. Landscaping update. No reports.
- b. The Flex update.  
Executive Director Livergood gave an oral update.
- c. Parking Lot update.  
Executive Director Livergood gave an oral update.

## **New Business**

- a. FY 2019-2020 Budget Revision

Treasurer Farr Capizzi moved and President Beckwith seconded that FY 2019-2020 Budget Revision be approved as presented.

The motion carried on a roll call vote as follows:

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

- b. Secretary's Report. Approval of Minutes of Regular Meeting July 16, 2019.

Trustee Linsdau moved and Vice President Kotsinis seconded to approve Minutes of Regular Meeting July 16, 2019 as presented.

The motion carried on a roll call vote as follows:

Ayes: Cheng, Kotsinis, Linsdau, Sutton, Beckwith

Abstain: Arnold, Farr Capizzi

- c. Secretary's Report. Approval of Minutes of Executive Session Meeting July 16, 2019, to remain closed to the public.

President Beckwith moved and Vice President Kotsinis seconded to approve Minutes of Executive Session Meeting July 16, 2019, to remain closed to the public as presented.

The motion carried on a voice vote.

Ayes: Kotsinis, Linsdau, Cheng, Sutton, Beckwith

Abstain: Arnold, Farr Capizzi

d. 2019 Illinois Public Library Annual Report (IPLAR).

Vice President Kotsinis moved and Secretary Sutton seconded that 2019 Illinois Public Library Annual Report (IPLAR) be approved as presented.

The motion carried on a unanimous voice vote

e. Resolution 2019/2020-2 Selection of Library Materials and the Use of Library Materials and Facilities.

Treasurer Farr Capizzi moved and Trustee Linsdau seconded that Resolution 2019/2020-2 Selection of Library Materials and the Use of Library Materials and Facilities be approved as presented.

The motion carried on a roll call vote as follows:

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

f. Bond Reissuing.

Executive Director Livergood gave an oral update.

g. Annual Audit.

Treasurer Farr Capizzi gave an oral update.

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

i. Budget and Appropriation Ordinance.

ii. Proclamation Friends of the Library Week.

iii. Audit

iv. Board Policies

1. 2007 Debt

2. 3001 Exhibit-A Library Bill of Rights

3. 3055 Display and Literature Distribution

4. 4030 FOIA

v. Updates:

1. Parking Lot

2. Landscaping

3. The Flex

vi. Secretary's Report. Approval of Minutes of Executive Session Meeting August 6, 2019, to remain closed to the public.

**Public Forum.** None

## **Announcements**

- a. By the Chair:
  - i. Communications to the public
  - ii. Upcoming calendar
    - 1. Friends of the Library meeting: Thursday, August 22, 2019, 1:00 p.m.
    - 2. September is Library Card Sign-up Month.
    - 3. Library Closed Labor Day, Monday, September 2, 2019
    - 4. Next Committee of the Whole Meeting: Tuesday, September 3, 2019, 7:00 p.m.
    - 5. Library Closed, Staff Development Day, Friday, September 13, 2019.
    - 6. Public Hearing: Tuesday, September 17, 2019, 6:45 p.m.
    - 7. Regular Board Meeting: Tuesday, September 17, 2019, 7:00 p.m.
    - 8. Intergovernmental Picnic: Wednesday, September 25, 2019, 5:00 p.m.

## **Adjournment**

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

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 8:11p.m.

/s/ Bonnie Sutton  
Bonnie Sutton, Secretary

Approved: 9/17/2019

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