

**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

Katherine Arnold
Jennifer Cheng
Anne Linsdau-Hoepfner

**Regular Board Meeting
Tuesday, December 17, 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: Arnold, Beckwith, Cheng, Kotsinis, Linsdau and Sutton.

Trustee absent: Farr Capizzi

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

- a. Public Comments. None.
- b. Written:
 - i. Annual appeal letter.
 - ii. Thank You poster and cards from WNPL Staff to the Board of Trustees for the holiday bonus.

Consent Agenda

- a. Secretary's Report. Approval of Minutes of:
 - i. Regular Meeting November 19, 2019
 - ii. Executive Session November 19, 2019
- b. Reports of Standing Committees. Committee of the Whole Meeting December 5, 2019.
 - i. Summary, Personnel and General

- ii. Finance
- iii. Building and Grounds.
The report was presented at the meeting.
- iv. Policy
- c. Approval of payrolls for November 2019.
- d. Approval of bills payable for October 2019.
- e. Patron suggestions from November 2019.
- f. Approval of Board Policies:
 - i. 1025 Authority of Library Trustees
 - ii. 3001 Access to Materials

Vice President Kotsinis moved and Trustee Arnold seconded that the Consent Agenda be approved as presented.
The motion carried on a voice vote.
Absent: Farr Capizzi

President's Report

President Beckwith presented a written report in the packet.

Treasurer Farr Capizzi arrived at 7:03 p.m.

Reports of Other Trustees. None.

Executive Director's Report November 2019

Executive Director Livergood presented a written report in the packet.

Old Business

- a. The Flex update.
Executive Director Livergood gave an update.
- b. Bookmobile update.
Executive Director Livergood gave an update.
- c. Strategic Plan 2020-2022 update.
Executive Director Livergood gave an update.

New Business

- a. Approval of Personnel Policy 702 Drug and Alcohol Use.
Treasurer Farr Capizzi moved and President Beckwith seconded that Personnel Policy 702 Drug and Alcohol be approved as presented.

The motion carried on a voice vote.

b. Approval of 2020 Per Capita and Equalization Grants.

President Beckwith moved and Vice President Kotsinis seconded that the 2020 Per Capita Grant be approved for submission.

The motion carried on a voice vote.

c. Board Self-Evaluation: Appointment of Committee

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

d. Semi-Annual review of closed 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 21, 2020.

e. Other potentially actionable items: Agenda items for January 2020 Regular Meeting.

- i. Monthly Financial Reports for October, November and December.
- ii. Board Self-Evaluation.
- iii. Ordinance 2019/2020-7 Bond Levy Abatement.
- iv. Fundraising update.

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

President Beckwith moved and Trustee Arnold seconded that the Board enter into Executive Session [5ILCS 120/2.(c)(1)] to discuss the performance of the Executive Director.

The motion carried on a voice vote.

Executive Session started at 7:26 p.m.

Reconvene Regular Meeting

Regular Meeting reconvened at 8:05 p.m.

Motion 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 \$136,591.00 beginning January 1, 2020.

The motion carried on a roll call vote.

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

Public Forum. None

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Special Meeting: Tuesday, January 7, 2020, 7:00 p.m.
 - 2. Regular Board Meeting: Tuesday, January 21, 2020, 7:00 p.m.
 - 3. Friends of the Library Meeting, Thursday, January 23, 2020, 1:00 p.m.
 - 4. Next Committee of the Whole Meeting: Tuesday, February 4, 2020, 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 21, 2020

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