

**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, January 21, 2020
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, Farr Capizzi and Sutton.
Trustees absent: Kotsinis, Linsdau.

Trustee Kotsinis arrived at 7:01 p.m.

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. Thank You cards to the Board of Trustees for the holiday bonus from Nanci Kotowski and Patty Sawin.

Trustee Kotsinis arrived.

Consent Agenda

- a. Secretary's Report. Approval of Minutes of:
 - i. Regular Meeting December 17, 2019
 - ii. Executive Session December 17, 2019

- iii. Special Meeting January 7, 2020. Minutes were presented at the meeting.
- b. Approval of payrolls for December 2019.
- c. Approval of bills payable for November 2019.
- d. Patron suggestions from December 2019.

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

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report December 2019

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Strategic Plan 2020-2022 update.
Executive Director Livergood gave an oral update.
- b. Completion of the Landscaping project.
Executive Director Livergood gave an oral update.

New Business

- a. Ordinance 2019/2020-7 Bond Levy Abatement.
Secretary Sutton moved and Trustee Cheng seconded that the Board approve Ordinance 2019/2020-7 Bond Levy Abatement.
The motion carried on a roll call vote.
Ayes: Farr Capizzi, Sutton, Kotsinis, Arnold, Cheng, Beckwith
Absent: Linsdau

- b. Monthly Financial Report for October 2019.
Treasurer Farr Capizzi moved and President Beckwith seconded that the Monthly Financial Report for October 2019 be approved as corrected.
The motion carried on a voice vote.
Absent: Linsdau

- c. Monthly Financial Report for November 2019.

Treasurer Farr Capizzi moved and Secretary Sutton seconded that the Monthly Financial Report for November 2019 be approved as corrected.
The motion carried on a voice vote.

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

d. FY 2020-2021 Budget planning process timeline.

Executive Director Livergood presented a written report in the packet.

e. Board Policy 2020 Expendable Trust Fund.

President Beckwith moved and Vice President Kotsinis seconded that Board Policy 2020 Expendable Trust Fund be approved as amended.

The motion carried on a voice vote.

Absent: Linsdau

f. Board Policy 2030 Fixed Asset Inventory and Depreciation.

President Beckwith moved and Vice President Kotsinis seconded that 2030 Fixed Asset Inventory and Depreciation be approved as amended.

The motion carried on a voice vote.

Absent: Linsdau

g. Approval of Expenditures for the Executive Director to Attend PLA 2020 Conference in Nashville, Tennessee from February 26-29, 2020.

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board approve the hotel expenses for the Executive Director to Attend PLA 2020 Conference in Nashville, Tennessee from February 26-29, 2020.

The motion carried on a voice vote.

Absent: Linsdau

h. Semi-Annual Review of closed Executive Session Minutes.

President Beckwith moved and Trustee Arnold seconded that the Board accept the Semi-Annual Review of closed Executive Session Minutes as presented.

The motion carried on a voice vote.

Absent: Linsdau

i. Board Self-Evaluation.

Vice President Kotsinis is currently automating the Board self-evaluation survey for Trustees. He will send the survey to Trustees. Next steps will be discussed at the Committee of the Whole Meeting, February 4, 2020.

j. President's Day ILA Legislative Breakfast.

Ryan will be attending.

- k. Other potentially actionable items: Agenda items for January 2020 Regular Meeting.
 - i. Monthly Financial Reports for December and January.
 - ii. Board Self-Evaluation.
 - iii. Bookmobile update.

Public Forum. None

Announcements

- a. By the Chair:
 - i. Communications to the public
 - ii. Upcoming calendar
 - 1. Next Committee of the Whole Meeting: Tuesday, February 4, 2020, 7:00 p.m.
 - 2. President’s Day Legislative Breakfast. Monday, February 17, 2020, 7:45 – 10:00 a.m. Arboretum Club (Buffalo Grove).
 - 3. Regular Board Meeting: Tuesday, February 18, 2020, 7:00 p.m.
 - 4. PLA 2020 Conference. February 25-29. Nashville, Tennessee.
 - 5. Friends of the Library Meeting, Thursday, February 27, 2020, 1:00 p.m.

Adjournment

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

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 7:52 p.m.

/s/ Bonnie Sutton
Bonnie Sutton, Secretary

Approved: 02/18/2020

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