

**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, March 17, 2020  
Video Conference**

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

President Beckwith called the Meeting to order at 7:01 p.m.

Trustees present: Arnold, Beckwith, Cheng, Farr Capizzi, Kotsinis, Linsdau and Sutton.

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

**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. Reports of Standing Committees. Committee of the Whole Meeting, March 03, 2020.
  - i. Finance
  - ii. Building & Grounds
  - iii. Policies
  - iv. Summary, Personnel and General
- b. Approval of payrolls for February 2020.
- c. Approval of bills payable for January 2020.
- d. Patron suggestions from February 2020.
- e. Board Policies for approval:
  - i. 3010 Hours of Operation

- ii. 3015 Materials Selection
- iii. 4001 Community and Interlibrary Cooperation
- f. Personnel Policies for approval:
  - i. 506 Rest and Meals Periods
  - ii. 507 Overtime

Treasurer Farr Capizzi moved and Trustee Linsdau seconded that the Consent Agenda be approved as presented.  
The motion carried on a voice vote.

### **President's Report**

President Beckwith submitted a written report in the packet.

**Reports of Other Trustees.** None.

### **Executive Director's Report February 2020**

Executive Director Livergood gave an oral report of the status of the Warren-Newport Public Library.

### **Old Business**

- a. Capital projects. No updates.
- b. The Vault flooring update. No updates.

### **New Business**

- a. Resolution 2019/2020-6 Authorizing temporary allocation of paid sick leave for part time employees.

Secretary Sutton moved and President Beckwith seconded that the Board approve Resolution 2019/2020-6 Authorizing temporary allocation of paid sick leave for part-time employees as amended.

The motion carried on a roll call vote as follows:

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

- b. WNPL Pandemic Response Procedures.

President Beckwith moved and Trustee Linsdau seconded that the Board approve WNPL Pandemic Response Procedures as presented.

The motion carried on a roll call vote as follows:

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

c. Personnel Policy 510 Emergency Closings

President Beckwith moved and Trustee Linsdau seconded that the Board approve Personnel Policy 510 Emergency Closing as amended.

The motion carried on a roll call vote as follows:

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

d. Secretary's Report. Approval of Minutes of the Regular Meeting February 18, 2020.

President Beckwith moved and Secretary Sutton seconded that the Board approve Minutes of the Regular Meeting February 18, 2020 as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Cheng

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

- i. Monthly Financial Reports for January & February.
- ii. Initial Presentation of budget draft.
- iii. Landscaping update.

President Beckwith moved and Secretary Sutton seconded that the Board authorize Executive Director Livergood and one Board member to sign checks during the library closure.

The motion carried on a roll call vote as follows:

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

**Public Forum.** None

**Announcements**

a. By the Chair:

i. Upcoming calendar

1. Next Committee of the Whole Meeting: Tuesday, April 07, 2020, 7:00 p.m.
2. Library Closed Easter Sunday, April 12, 2020.
3. National Library Week, April 19 - 25, 2020.
4. 2020 ALA Annual Conference & Exhibition, June 25 – 30, 2020. McCormick Place Convention Center.

b. By other Trustees or Executive Director.

Executive Director Livergood stated that he's staying in contact with local and state leaders as well as those in the library world. They are all trying to figure out how to deal with and make plans during this time period, as

things evolve and change. He will communicate updates with the Board and Staff during the Library closure. Executive Director Livergood complimented WNPL staff for their phenomenal response in dealing with the closure and the days leading up to it. He added that staff is very grateful to the Board for the actions taken tonight in order to support them during this difficult time.

President Beckwith expressed her thanks and gratitude for her fellow Trustees and for the WNPL staff. The Board discussed emailing staff to express their appreciation and thanks. President Beckwith will write an email on behalf of the Board.

### **Adjournment**

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

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 7:46 p.m.

/s/ Bonnie Sutton  
Bonnie Sutton, Secretary

Approved: April 21, 2020

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