

**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, April 21, 2020  
Videoconference**

**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, Farr Capizzi, Kotsinis, Linsdau and Sutton.

Trustees absent: Cheng

Trustee Cheng joined the meeting at 7:01 p.m.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Jan Marsh, Noreen Reese, Debbie Gardner, 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. “Thank You” responses to the Board of Trustees from the WNPL staff for the expressions of gratitude and support from the Board during this difficult time.

## Consent Agenda

- a. Secretary's Report. Minutes of Regular Meeting March 17, 2020.
- b. Reports of Standing Committees. Committee of the Whole Meeting, April 07, 2020.
  - i. Finance
  - ii. Building & Grounds
  - iii. Policies
  - iv. Summary, Personnel and General
- c. Monthly financial report for January 2020.
- d. Approval of payrolls for March 2020.
- e. Approval of bills payable for February 2020.
- f. Personnel Policies for approval:
  - i. 514 Visitors in the Workplace
  - ii. 517 Internet Usage

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

## **President's Report**

President Beckwith submitted a written report in the packet.

## **Reports of Other Trustees**

Treasurer Farr Capizzi mentioned that there was a missing item in the President's Report. She reported that President Beckwith had sewn face masks for WNPL Trustees, staff, and many friends in the community. Trustees and staff expressed thanks to President Beckwith for her efforts.

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

Executive Director Livergood presented the February and March reports.

## **Old Business**

- a. Budget planning FY 2020-2021: Capital projects.  
Executive Director Livergood gave an updated.

- b. Landscaping update.

Vice President Kotsinis moved and President Beckwith seconded that the Board approve to allocate \$11,050 from the Expendable Trust Fund and use the revised plan for this project to plant smaller shrubs along the west side of the building.

The motion carried on a roll call vote as follows:

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

### **New Business**

a. FY 2019-2020 Budget Changes

President Beckwith moved and Secretary Sutton seconded that the Board approve changes to the Budget for FY 2019-2020 as presented.

The motion carried on a roll call vote as follows:

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

b. Resolution 2019/2020-7 Delegation of Authority

Vice President Kotsinis moved and Treasurer Farr Capizzi seconded that the Board approve Resolution 2019/2020-7 Delegation of Authority as presented.

The motion carried on a roll call vote as follows:

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

c. Parking lot.

Secretary Sutton moved and Vice President Kotsinis seconded that the Board approve expenditures for the parking lot in conjunction with the Village of Gurnee.

The motion carried on a roll call vote as follows:

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

d. Other potentially actionable items: Agenda items for May 2020 Regular Meeting.

i. Monthly Financial Reports for February.

ii. Tentative transfer of funds from Expendable Trust to Endowment.

**Public Forum.** None.

### **Announcements**

a. By the Chair:

i. Upcoming calendar

1. National Library Week: “Find Explore a New Chapter at Your Library”, April 19 - 25, 2020.

2. Next Committee of the Whole Meeting: Tuesday, May 05, 2020, 7:00 p.m.

3. Regular Board Meeting: Tuesday, May 19, 2020, 7:00 p.m.

b. By other Trustees or Executive Director.

Executive Director Livergood informed the Board that the ILA Spring Trustee Forum this year will be a free webinar on April 30, 2020.

**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 8:10 p.m.

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Bonnie Sutton, Secretary

Approved: \_\_\_\_\_

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Celia G. Ornelas, Recording Secretary