

**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, May 19, 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, Cheng, Farr Capizzi, Kotsinis, Linsdau and Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Noreen Reese, Vicky J. S., Steven Jacobs, Laura Stone, Sandy Beda and Jan Marsh.

**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.  
Steven Jacobs thanked the Board for their support during the COVID-19 pandemic and subsequent library closure.
- b. Written. None

**Consent Agenda**

- a. Secretary's Report. Minutes of Regular Meeting April 21, 2020.
- b. Reports of Standing Committees. Committee of the Whole Meeting, May 05, 2020.
  - i. Finance
  - ii. Building & Grounds

- iii. Policies
- iv. Summary, Personnel and General
- c. Monthly financial report for February 2020.
- d. Monthly financial report for March 2020
- e. Approval of payrolls for April 2020.
- f. Approval of bills payable for March 2020.
- g. Approval of Board Policy 1003 Electronic Participation at Meetings

Trustee Linsdau 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 presented a written report in the packet.

### **Reports of Other Trustees**

Vice President Kotsinis enjoyed watching Storytime with Miss Patty with his family.

Trustee Linsdau and President Beckwith attended ILA Trustee Forum Webinar: "Everything Trustees Need to Know During COVID-19".

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

Executive Director Livergood presented a written report in the packet.

### **Old Business**

- a. Budget planning FY 2020-2021: review of latest budget draft.  
Executive Director Livergood gave an oral explanation.

### **New Business**

- a. WNPL Phased Building Reopening Plan.  
Executive Director Livergood gave an oral explanation.

- b. Transfer funds from Corporate Fund to Bond Fund

Treasurer Farr Capizzi moved and Secretary Sutton seconded that the Board approve the transfer of \$176,159.03 from the Corporate Fund to Bond Fund. The motion carried on a roll call vote.

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

c. Transfer Funds from Expendable Trust to Endowment Fund.

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board approve the transfer of \$1,000.00 of funds from the Expendable Trust to the Endowment Fund.

The motion carried on a roll call vote.

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

d. Board Policy 1001 Bylaws

President Beckwith moved and Secretary Sutton seconded that the Board approve Policy 1001 Bylaws as presented.

The motion carried on a roll call vote.

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

e. Library Van Purchase

Executive Director Livergood gave an oral explanation.

f. Other potentially actionable items: Agenda items for June 2020 Regular Meeting.

- i. Ordinance for Regular Meeting Schedule for FY 2020-2021.
- ii. Ordinance to Transfer to the Special Reserve Fund.
- iii. Adoption of working budget for Fiscal Year 2020-2021

**Public Forum.** None.

**Announcements**

a. By the Chair:

i. Upcoming calendar

1. Next Committee of the Whole Meeting: Tuesday, June 2, 2020, 7:00 p.m.
2. Regular Board Meeting: Tuesday, June 16, 2020, 7:00 p.m.

b. By other Trustees or Executive Director.

Secretary Sutton said she was proud of Eddie Kristan for his selection as the “2020 Library Journal Mover and Shaker”. Trustees agreed.

**Adjournment**

Treasurer Farr Capizzi moved and President Beckwith seconded that the meeting be adjourned.

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 8:05 p.m.

/s/Bonnie Sutton  
Bonnie Sutton, Secretary

Approved: 06/16/2020

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