

**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, June 16, 2020
“Virtual Meeting”**

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, Jan Marsh, Sandy Beda, Hema Shah, 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. Memoranda from Roger Ritzman, legal counsel: OMA - Amendments For “Virtual Meetings” During COVID-19 Pandemic.

Requirements of the Government Emergency Administration Act (P.A. 100-0640) were reviewed.

President Beckwith stated: “This meeting is held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. I have determined that an in-person meeting is not practical or prudent because of the disaster. I have also determined that it is not prudent, due to the disaster and the disaster declaration, to have a Library Trustee, the Library Director, or the Library’s Attorney present at the Library.”

Each Trustee verified that he/she could hear all discussions.

Consent Agenda

- a. Secretary's Report. Minutes of Regular Meeting May 19, 2020.
- b. Reports of Standing Committees. Committee of the Whole Meeting, June 02, 2020.
 - i. Finance
 - ii. Building & Grounds
 - iii. Policies
 - iv. Summary, Personnel and General
- c. Monthly financial report for April 2020.
- d. Approval of payrolls for May 2020.
- e. Approval of bills payable for April 2020.
- f. Board Policies for approval:
 - i. 1007 Electronic Communication among Trustees
 - ii. 1045 Minutes and Recordings of Executive Sessions
 - iii. 2040 Wage Scale
- g. Personnel Policies for approval:
 - i. 522 Workplace Violence Prevention
 - ii. 528 Suggestions for Improvement
- h. Personnel Policy for elimination: 524 Ergonomics

Trustee Linsdau moved and Vice President Kotsinis seconded that the Consent Agenda be approved as presented.

The motion carried on a roll call vote as follows:

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

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report May 2020

Executive Director Livergood presented a written report in the packet.

New Business

- a. Adoption of working budget for FY 2020-2021

Treasurer Farr Capizzi moved and Trustee Linsdau seconded that the working budget for FY 2020-2021 be approved as presented.

The motion carried on a roll call vote as follows:

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

- b. Ordinance 2019/2020-8 Regular Meeting Schedule for FY 20-21

President Beckwith moved and Secretary Sutton seconded that the Board approve Ordinance 2019/2020-8 Regular Meeting Schedule for FY 20-21.

The motion carried on a roll call vote as follows:

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

- c. Ordinance 2019/2020-9 Transfer to Special Reserve Fund

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board approve Ordinance 2019/2020-9 Transfer to Special Reserve Fund.

The motion carried on a roll call vote as follows:

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

- d. Semi Annual Review of Closed Minutes

President Beckwith moved and Secretary Sutton seconded that the Board approve the Semi Annual Review of Closed minutes as presented.

The motion carried on a roll call vote as follows:

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

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

- i. Building Site and Maintenance Ordinance
- ii. Tentative Budget and Appropriations Ordinance
- iii. Adoption of working budget for Fiscal Year 2020-2021
- iv. Annual Review of Non-Resident card participation
- v. Audit of Regular Meeting Minutes FY 19-20
- vi. Quarterly review: self-evaluation Board goals

Public Forum. None.

Announcements

- a. By the Chair:

- i. Upcoming calendar

1. Next Committee of the Whole Meeting: Tuesday, July 7, 2020, 7:00 p.m.
2. Regular Board Meeting: Tuesday, July 21, 2020, 7:00 p.m.

Adjournment

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

The motion carried on a roll call vote as follows:

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

President Beckwith adjourned the meeting at 7:29 p.m.

/s/ Bonnie Sutton
Bonnie Sutton, Secretary

Approved: July 21, 2020

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