

**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, July 21, 2020
“Virtual Meeting”**

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

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 they could hear all discussions.

Call to Order, Roll Call, and Determination of Quorum

President Beckwith called the Meeting to order at 7:00 p.m.

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

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Sandy Beda, 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. None.

Consent Agenda

- a. Secretary's Report:
 - i. Minutes of Regular Meeting June 16, 2020
 - ii. Minutes of Special Meeting July 7, 2020
- b. Reports of Standing Committees. Committee of the Whole Meeting, July 7, 2020.
 - iii. Finance
 - iv. Building & Grounds
 - v. Policies
 - vi. Summary, Personnel and General
- c. Monthly financial report for May 2020.
- d. Approval of payrolls for June 2020.
- e. Approval of bills payable for May 2020.
- f. Board Policies for approval:
 - i. 3005 Confidentiality
 - ii. 3020 Circulation
- g. Personnel Policies for approval:
 - i. 518 Workplace Monitoring
 - ii. 526 Cell Phone Use

Treasurer Farr Capizzi removed item c. Monthly financial report for May 2020 from the Consent Agenda.

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

Absent: Arnold

Items(s) removed from Consent Agenda

Treasurer Farr Capizzi moved and Secretary Sutton seconded to approve the May financial statements as corrected for the \$1,000 moving into the Endowment Fund from the unrestricted portion of the Expendable Trust Fund.

The motion carried on a roll call vote.

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

Absent: Arnold

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees.

Vice President Kotsinis drove by the Library last week and saw the WNPL brand new Ford van in the driveway. Executive Director Livergood will send pictures to Trustees.

Treasurer Farr Capizzi had also driven to the library a number of times to sign checks and pick up books. She reported that the parking lot and landscaping look really good.

Executive Director's Report June 2020

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Library Operations update

Executive Director Livergood presented a written report in the packet.

New Business

- a. Ordinance 2020/2021-1 Building, Sites and Maintenance

Secretary Sutton moved and President Beckwith seconded that the Board approve Ordinance 2020/2021-1 Building, Sites and Maintenance.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

- b. Ordinance 2020/2021-2 Non-Resident Card Program

President Beckwith moved and Vice President Kotsinis seconded that the Board approve Ordinance 2020/2021-2 Non-Resident Card Program.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

- c. Ordinance 2020/2021-3 Tentative Budget and Appropriation Ordinance

Trustee Linsdau moved and President Beckwith seconded that the Board approve 2020/2021-3 Tentative Budget and Appropriation Ordinance.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

d. Setting of the Public Hearing for the Annual Budget and Appropriation
Secretary Sutton moved and President Beckwith seconded that the Public Hearing for the Annual Budget and Appropriation be set for Tuesday, September 15, 2020, at 6:45 p.m.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

e. Monthly Financial report for June 2020

Executive Director Livergood gave an oral report.

Treasurer Farr Capizzi moved and Secretary Sutton seconded that the Board accept the June 30, 2020 year-end financial statements as corrected.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

f. Audit of Regular Meeting Minutes FY 2019-2020

President Beckwith and Secretary Sutton took care of the audit of Regular Meetings Minutes for Fiscal Year 2019-2020.

g. August Committee of the Whole Meeting Location

The Committee of the Whole, August 4, 2020 will continue to be a virtual meeting.

h. Other potentially actionable items: Agenda items for August 2020 Regular Meeting.

i. 2020 Illinois Public Library Annual Report (IPLAR)

ii. Treasurer's Annual Report of all Receipts and Expenditures

iii. Begin work on Audit

Public Forum. None.

Announcements

a. By the Chair:

i. Upcoming calendar:

1. Next Committee of the Whole Meeting: Tuesday, August 4, 2020, 7:00 p.m.

2. Regular Board Meeting: Tuesday, August 18, 2020, 7:00 p.m.

