

**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, August 18, 2020  
“Virtual Meeting”**

**Call to Order**

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

**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.”

**Verification of Clear Audio and Determination of Quorum**

Each Trustee verified that they could hear all discussions.

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

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Noreen Reese, Jan Marsh 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 memoranda from Roger Ritzman, legal counsel: Public Libraries closed on November 3, 2020

## **Consent Agenda**

- a. Secretary's Report: Minutes of Special Meeting August 4, 2020.
- b. Reports of Standing Committees. Committee of the Whole Meeting, August 4, 2020:
  - i. Finance
  - ii. Building & Grounds
  - iii. Policies
  - iv. Summary, Personnel and General
- c. Approval of payrolls for July 2020.
- d. Approval of bills payable for June 2020.
- e. Board Policies for approval:
  - i. 4030 FOIA
  - ii. 4040 Identity Protection
- f. Board Policy for Elimination: 4035 Prevailing Wage Act Compliance
- g. Personnel Policies for approval: 516 Computer and Email Usage

Treasurer Farr Capizzi moved and President Beckwith seconded that the Consent Agenda be approved as presented.

The motion carried on a roll call vote as follows:

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

## **President's Report**

President Beckwith presented a written report in the packet.

**Reports of Other Trustees.** None.

## **Executive Director's Report for July 2020**

Executive Director Livergood presented a written report in the packet.

## **Old Business**

- a. Library Operations update  
Executive Director Livergood gave an oral update.

## **New Business**

a. Secretary's report: Minutes of Regular Meeting July 21, 2020  
President Beckwith moved and Trustee Linsdau seconded that the Board approve Minutes of Regular Meeting July 21, 2020 as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Arnold

b. 2020 Illinois Public Library Annual Report (IPLAR)

Secretary Sutton moved and President Beckwith seconded that the Board approve 2020 Illinois Public Library Annual Report (IPLAR).

The motion carried on a roll call vote as follows:

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

c. Intergovernmental Agreement with Lake County for COVID 19 Relief Fund.

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded that the Board ratify the Intergovernmental Agreement with Lake County for COVID 19 Relief Fund.

The motion carried on a roll call vote as follows:

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

d. Addition of new phone system to FY 2020/2021 budget.

Vice President Kotsinis moved and President Beckwith seconded to amend the budget for FY 20-21 to allocate \$21,000.00 from the Special Reserve fund for the addition of a new phone system in this year's budget.

The motion carried on a roll call vote as follows:

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

e. Treasurer's Annual Report of all Receipts and Expenditures  
Executive Director Livergood gave information.

f. Audit

Executive Director Livergood gave information.

g. Other potentially actionable items: Agenda items for September 2020 Regular Meeting.

i. Ordinance 2020/2021-3 Annual Budget and Appropriation

ii. Financial statements for July 2020

iii. Proclamation Friends of the Library Week

iv. Update on Strategic Planning 20-22

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Communications to the Public
  - ii. Upcoming calendar
    - 1. Next Committee of the Whole Meeting: Tuesday, September 1, 2020, 7:00 p.m.
    - 2. Public Hearing: Tuesday, September 15, 2020, 6:45 p.m.
    - 3. Regular Board Meeting: Tuesday, September 15, 2020, 7:00 p.m.

**Adjournment**

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

The motion carried on a roll call vote as follows:

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

President Beckwith adjourned the meeting at 7:36 p.m.

/s/ Bonnie Sutton  
Bonnie Sutton, Secretary

Approved: September 15, 2020

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