

**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, September 15, 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 and Sutton.

Trustees absent: Linsdau.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Noreen Reese, 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. None
- b. Written:
  - i. Memoranda from Roger Ritzman, legal counsel.  
Public Libraries closed on November 3, 2020 update.
  - ii. Library patron's email to President Beckwith regarding the limited length of time allowed when using the public computers.

## **Consent Agenda**

- a. Secretary's Report: Minutes of Regular Meeting August 18, 2020.
- b. Reports of Standing Committees. Committee of the Whole Meeting, September 1, 2020:
  - i. Finance
  - ii. Building & Grounds
  - iii. Policies
  - iv. Summary, Personnel and General
- c. Monthly Financial report for July 2020.
- d. Approval of payrolls for August 2020.
- e. Approval of bills payable for July 2020.
- f. Board Policies for approval:
  - i. 1053 Recording of Board Meetings
  - ii. 4005 Volunteers
- g. Personnel Policies for approval: 512 Business Travel Expenses

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, Kotsinis, Arnold, Farr Capizzi, Cheng, Beckwith

Absent: Linsdau

## **President's Report**

President Beckwith presented a written report in the packet.

## **Reports of Other Trustees.**

Vice President Kotsinis stated that the Library's virtual story times are "very cool" and that his children have appreciated them very much.

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

Executive Director Livergood presented a written report in the packet.

## **Old Business**

- a. Library Operations update  
Executive Director Livergood gave an oral update.
- b. Van update  
Executive Director Livergood gave an oral update.
- c. Audit update  
Executive Director Livergood gave an oral update.

## **New Business**

a. Approval of Personnel Policy 515 Social Media Usage  
Vice President Kotsinis moved and President Beckwith seconded to approve Personnel Policy 515 Social Media Usage as presented.

The motion carried on a roll call vote as follows:

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

Absent: Linsdau

b. Ordinance 2020/2021-4 Budget & Appropriation for FY 20-21  
Secretary Sutton moved and Treasurer Farr Capizzi seconded that Ordinance 2020/2021-4 Budget & Appropriation for FY 20-21 be approve as presented.

The motion carried on a roll call vote as follows:

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

Absent: Linsdau

c. Resolution 2020/2021-2 Proclamation Friends of the Library Week.  
Trustee Arnold moved and President Beckwith seconded that Resolution 2020/2021-2 Proclamation Friends of the Library Week be approve as presented.

The motion carried on a roll call vote as follows:

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

Absent: Linsdau

- d. Other potentially actionable items: Agenda items for October 2020 Regular Meeting.
  - i. Resolution to Determine Estimate of Funds Needed for FY 2020-2021
  - ii. Presentation of Audit Financial Statement for FY ended June 30, 2020
  - iii. Evaluation of Executive Director
  - iv. Review of Per Capita and Equalization Grants requirements

## **Public Forum**

Deputy Director Noreen Reese commended the great job that Sandy Beda, Head of Communications Services, and Karen Gilpatrick, Graphic Artist, did in creating the design for the van wrap.

**Announcements**

a. By the Chair:

i. Communications to the Public

1. Consolidated Election April 6, 2021. Petition circulation packets are available beginning September 22, 2020, for Warren-Newport Public Library Trustee Office. Open are: Three seats for 4-Years Full Term (2021-2025) and One seat for 2-Years Unexpired Term (2021-2023).

ii. Upcoming calendar

2. Next Committee of the Whole Meeting: Tuesday, October 6, 2020, 7:00 p.m.

3. Regular Board Meeting: Tuesday, October 20, 2020, 7:00 p.m.

b. By other trustees or the director.

Secretary Sutton noted the thoughtful assistance she received from one of the Librarians at Coco’s Cove when she asked for help in locating books about astronauts to read to her grandchild.

**Adjournment**

Treasurer Farr Capizzi 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, Sutton, Beckwith

Absent: Linsdau

President Beckwith adjourned the meeting at 7:48 p.m.

/s/Bonnie Sutton  
Bonnie Sutton, Secretary

Approved: 10/20/2020

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