

**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, October 20, 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 he/she 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 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. None.

Consent Agenda

- a. Secretary's Report. Minutes of:
 - i. Public Hearing: Budget & Appropriation for FY 2020-2021
 - ii. Regular Meeting September 15, 2020
- b. Reports of Standing Committees. Committee of the Whole Meeting, October 3, 2020:
 - iii. Finance
 - iv. Building & Grounds
 - v. Policies
 - vi. Summary, Personnel and General
- c. Monthly Financial report for August 2020.
- d. Approval of payrolls for September 2020.
- e. Approval of bills payable for August 2020.
- f. Patron Suggestion for September 2020.
- g. Approval of Personnel Policy 508 Use of Equipment and Vehicles.

Secretary Sutton moved and Treasurer Farr Capizzi seconded that the Consent Agenda be approved as presented.

The motion carried on a roll call vote as follows:

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

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Vice President Kotsinis stated that his children have very much enjoyed WNPL virtual Storytimes and virtual bedtimes.

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. Audit update
Executive Director Livergood gave an oral update.

New Business

- a. Resolution 2020/2021-3 To Determine the Estimate of Funds needed for FY 20-21

President Beckwith moved and Trustee Linsdau seconded that Resolution 2020/2021-3 To Determine the Estimate of Funds needed for FY 20-21 be approve as presented.

The motion carried on a roll call vote as follows:

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

- b. Executive Director's Annual Performance Evaluation.
President Beckwith gave an update.
- c. Per capita Gran Requirements.
Executive Director Livergood gave an oral update.
- d. Other potentially actionable items: Agenda items for October 2020 Regular Meeting.
 - i. Annual Levy Ordinance
 - ii. Year-End bonuses for staff
 - iii. Transfer of funds from Corporate Fund to Bond Fund
 - iv. Treasurer's Report of Annual Receipts and Disbursements
 - v. Review of Per Capita and Equalization Grants requirements

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 1. Next Committee of the Whole Meeting: Monday, November 2, 2020, 7:00 p.m.
 2. Regular Board Meeting: Tuesday, November 17, 2020, 7:00 p.m.

Adjournment

Treasurer Farr Capizzi moved and Trustee Linsdau seconded that the meeting be adjourned.

The motion carried on a roll call vote as follows:

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

President Beckwith adjourned the meeting at 7:25 p.m.

/s/Bonnie Sutton
Bonnie Sutton, Secretary

Approved: November 17, 2020

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