

**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, November 17, 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, 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. None

Consent Agenda

- a. Secretary's Report. Minutes of
 - i. Executive Session October 6, 2020 to remain closed to the public
 - ii. Regular Meeting October 20, 2020
- b. Reports of Standing Committees. Committee of the Whole Meeting, November 2, 2020:
 - iii. Finance
 - iv. Building & Grounds
 - v. Summary, Policy, Personnel and General
- c. Approval of Audited Financial Statement by Eder, Casella and Company for FY 2020-2021
- d. Monthly Financial report for September 2020.
- e. Approval of payrolls for October 2020.
- f. Approval of bills payable for September 2020.
- g. Patron Suggestion for October 2020.
- h. Approval of Board Policy 2040 Wage Scale.

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

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report October 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. Update on Per Capita and Equalization Grant Requirements 2021
Executive Director Livergood gave an oral update.

New Business

- a. Ordinance 2020/2021-5 Correcting Scrivener's Error in Budget and Appropriation Ordinance

Treasurer Farr Capizzi moved and President Beckwith seconded that Ordinance 2020/2021-5 Correcting Scrivener's Error in Budget and Appropriation Ordinance be approved as presented.

The motion carried on a roll call vote as follows:

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

- b. Ordinance 2020/2021-6 Tax Levy for FY 2020-2021

Treasurer Farr Capizzi moved and Secretary Sutton seconded that the Board approve Ordinance 2020/2021-6 Tax Levy for FY 20-21 as presented.

The motion carried on a roll call vote as follows:

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

- c. Year-end Bonuses for Staff.

Secretary Sutton moved and President Beckwith seconded that the Board celebrate WNPL's wonderful library staff for their service to our community and that we acknowledge their excellent work with a staff bonus included in the current budget prior to December 31, 2020.

The motion carried on a roll call vote as follows:

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

- d. Transfer Funds from Corporate Fund to Bond Fund

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board approve a transfer of \$538,375 from Corporate Fund to Bond Fund.

The motion carried on a roll call vote as follows:

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

- e. Treasurer's Report of Annual Receipts and Disbursements.

President Beckwith moved and Trustee Linsdau seconded that Treasurer's Report of Annual Receipts and Disbursements be approved as presented.

The motion carried on a roll call vote as follows:

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

Vice President Kotsinis moved and Trustee Linsdau seconded that the Board authorize Executive Director Livergood to correct page 2 of the Treasurer's Report of Annual Receipts and Disbursements.

The motion carried on a roll call vote as follows:

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

- f. Other potentially actionable items: Agenda items for October 2020 Regular Meeting.

- i. Semi-annual review of closed session minutes

- ii. Executive Director's Annual Performance Evaluation

- iii. Transfer of funds from Corporate Fund to Bond Fund
- iv. Update on Per Capita and Equalization Grants requirements

Enter into Executive Session to review the performance of specific employee 5ILCS 120/2.(c)(1)

President Beckwith moved and Trustee Linsdau seconded that the Board enter into Executive Session 5ILCS 120/2.(c)(1) to review the performance of the Executive Director.

The motion carried on a roll call vote as follows:

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

Executive Session started at 7:30 p.m.

Reconvene Regular Meeting

The Regular meeting reconvened at 8:10 p.m.

Public Forum. None.

Announcements

a. By the Chair:

i. Communications to the Public

- 1. Filing nomination papers for Consolidated Election April 6, 2021. Monday, December 12- Friday, December 18, 2020, from 10 a.m. - 4:30 p.m., and Monday, December 21, from 10 a.m. – 5 p.m.
- 2. Lottery for order of ballot: Monday, December 21, 5:30 p.m. (Tentative day)

ii. Upcoming calendar

- 1. Next Committee of the Whole Meeting: Monday, December 1, 2020, 7:00 p.m.
- 2. Regular Board Meeting: Tuesday, December 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: Sutton, Arnold, Farr Capizzi, Cheng, Kotsinis, Linsdau, Beckwith

President Beckwith adjourned the meeting at 8:10 p.m.

/s/ Bonnie Sutton
Bonnie Sutton, Secretary

Approved: December 15, 2020

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