

**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, December 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 feasible, 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. Regular Meeting November 17, 2020
 - ii. Executive Session November 17, 2020 to remain closed to the public
- b. Reports of Standing Committees. Committee of the Whole Meeting, November 2, 2020:
 - i. Finance
 - ii. Building & Grounds
 - iii. Summary, Policy, Personnel and General
- c. Monthly Financial report for October 2020.
- d. Approval of payrolls for November 2020.
- e. Approval of bills payable for October 2020.

President Beckwith removed item a. ii. Executive Session November 17, 2020 from the Consent Agenda.

President Beckwith removed item b. Reports of Standing Committees from the Consent Agenda.

President Beckwith moved and Vice President Kotsinis seconded to approve items a.i., c, d, and e of the Consent Agenda.

The motion carried on a roll call vote as follows:

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

Items(s) removed from Consent Agenda

Vice President Kotsinis moved and President Beckwith seconded that the Board approve item b. of the Consent Agenda amending the date to December 1, 2020.

The motion carried on a roll call vote.

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

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees.

Vice President Kotsinis reported that his children really enjoyed the "Take Home Crafts" program the library has recently sponsored.

Trustee Arnold agreed that her children have also enjoyed this program.

Executive Director's Report November 2020

Executive Director Livergood presented a written report in the packet.

New Business

a. Retaining Wall

Trustee Linsdau moved and Secretary Sutton seconded that the Board approve up to \$9,000 for the replacement of the retaining wall along the northwest corner of the building.

The motion carried on a roll call vote as follows:

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

b. Resolution 2020/2021-4 Authorizing Temporary Allocation of Paid Sick Leave

President Beckwith moved and Treasurer Farr Capizzi seconded that the Board approve Resolution 2020/2021-4 Authorizing Temporary Allocation of Paid Sick Leave for Part-time Employees.

The motion carried on a roll call vote as follows:

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

c. Semi-annual Review of Closed Sessions.

President Beckwith and Secretary Sutton will have the audit of closed sessions completed for the Board to review at the January Regular Board meeting.

d. Other potentially actionable items: Agenda items for January 2020 Regular Meeting.

- i. Board self-evaluation: appointment of Committee
- ii. Semi-annual review of closed session minutes
- iii. Transfer of funds from Corporate Fund to Bond Fund
- iv. Ordinance Abatement of Tax for Debt Service
- v. Orientation information on the ExtraNet
- vi. Strategic Planning
- vii. Fundraising update

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

President Beckwith moved and Treasurer Farr Capizzi seconded that the Board Enter into Executive Session 5ILCS 120/2.(c)(1) to review the performance of the Executive Director with Executive Director Livergood present.

The motion carried on a roll call vote as follows:

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

Executive Session convened at 7:20 p.m.

Reconvene Regular Meeting

The Regular meeting reconvened at 7:53 p.m.

Public Forum

Treasurer Farr Capizzi shared that her firm, Michael Silver, was recognized for its diversity. She reported that this company is a great work place that includes people from various countries who speak many languages and bring their cultural identity to the firm.

Motion as a result of Executive Session

President Beckwith moved and Secretary Sutton seconded that the Board accept Executive Director Livergood's performance evaluation and increase his compensation to \$139,323 beginning January 1, 2021.

The motion carried on a roll call vote as follows:

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

Announcements

a. By the Chair:

i. Communications to the Public

1. Lottery for order of ballot: Tuesday, December 22, 10:30 a.m. at McCullough Room, 224 N. O'Plaine Rd. Gurnee IL
2. Filing Objections: Tuesday, December 22, 11 a.m. – 12 p.m., December 23, 28, 29 by appointment. Wednesday, December 30, 4 - 5 p.m. For appointment, contact Executive Director Ryan Livergood at 847-244-5150 ext. 3101.

ii. Upcoming calendar

1. Regular Board Meeting: Tuesday, January 19, 2021, 7:00 p.m.
2. Committee of the Whole: Tuesday, February 2, 2021, 7:00 p.m.

Adjournment

Vice President Kotsinis moved and President Beckwith seconded that the meeting be adjourned.

The motion carried on a roll call vote as follows:

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

President Beckwith adjourned the meeting at 7:57 p.m.

/s/ Bonnie Sutton
Bonnie Sutton, Secretary

Approved: January 19, 2021

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