

**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, January 19, 2021  
“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: Beckwith, Cheng, Farr Capizzi, Kotsinis, Linsdau and Sutton.

Trustees absent: Arnold

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: Thank You cards to the Board of Trustees from WNPL staff for the Holiday bonus.

## **Consent Agenda**

- a. Secretary's Report. Minutes of:
  - i. Regular Meeting December 15, 2020
  - ii. Executive Session November 17, 2020 to remain closed to the public
  - iii. Executive Session December 15, 2020 to remain closed to the public
- b. Approval of payrolls for December 2020.
- c. Approval of bills payable for November 2020.

President Beckwith moved and Trustee Linsdau seconded that the Consent Agenda be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

## **President's Report**

President Beckwith presented a written report in the packet.

## **Reports of Other Trustees.**

Trustee Kotsinis reported that his family enjoyed the Gingerbread house program.

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

Executive Director Livergood presented a written report in the packet.

## **Old Business**

- a. Semi-annual review of Executive Session Minutes.

Trustee Linsdau moved and Secretary Sutton seconded that the Board accept the semi-annual review of closed executive session minutes as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

b. Per Capita and Equalization Grants requirements update.  
The Board discussed Chapters 5-8 of Serving Our Public 4.0: Standards for Illinois Public Libraries to meet this year's Per Capita Grant requirement. Follow-up to Chapters 1-4 read at the December CW Meeting were also discussed.

### **New Business**

a. Ordinance 2020/2021-7 Bond Levy Abatement.  
President Beckwith moved and Treasurer Farr Capizzi seconded that the Board approve Ordinance 2020/2021-7 Levy Abatement of Debt Service.  
The motion carried on a roll call vote as follows:  
Ayes: Linsdau, Sutton, Cheng, Farr Capizzi, Kotsinis, Beckwith  
Absent: Arnold

b. Monthly Financial Report for November 2020.  
Treasurer Farr Capizzi moved and President Beckwith seconded to approve the Monthly Financial Report for November 2020 as presented.  
The motion carried on a roll call vote as follows:  
Ayes: Sutton, Linsdau, Farr Capizzi, Kotsinis, Cheng, Beckwith  
Absent: Arnold

c. FY 2020-2021 Budget Planning Process Timeline.  
Executive Director gave presented a written report on the packet.

d. LED Lighting Project.  
Executive Director Livergood gave an oral report.

e. Board Policy 1057 Advisory Groups.  
President Beckwith moved and Secretary Sutton seconded that the Board approve Board Policy 1057 Advisory Groups as presented.  
The motion carried on a roll call vote as follows:  
Ayes: Kotsinis, Cheng, Farr Capizzi, Sutton, Linsdau, Beckwith  
Absent: Arnold

f. Board Policy 4045 Social Media.  
President Beckwith moved and Trustee Linsdau seconded that the Board approve Board Policy 4045 Social Media as presented.  
The motion carried on a roll call vote as follows:  
Ayes: Cheng, Farr Capizzi, Linsdau, Kotsinis, Sutton, Beckwith  
Absent: Arnold

g. Board self-evaluation.

Trustees discussed their accomplishments. Board goals were not accomplished due to the pandemic. Goals for 2021 will continue to be the same as amended for 2020 following the pandemic.

h. Allocation of funds for the OverDrive magazine collection.

Trustee Linsdau moved and President Beckwith seconded that the Board allocate up to \$4,000 to subscribe to the OverDrive magazine collection for 2021.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

i. Other potentially actionable items: Agenda items for February 2021 Regular Meeting.

i. Board self-evaluation: appointment of Committee

ii. Approval of Per Capita and Equalization Grants

**Public Forum.** None.

**Announcements**

a. By the Chair:

i. Communications to the Public

ii. Upcoming calendar

1. RAILS online roundtable: Trustee update 2021, Wednesday, January 20, 2021, 12 – 1 p.m. Registration Required.

2. Next Committee of the Whole: Tuesday, February 2, 2021, 7:00 p.m.

3. Exchange Club of Gurnee: Virtual Trivia Night. Friday, February 5, 2021, 6 p.m.

4. ILA Virtual Library Legislative Meet-Up, February 15, 2021. Registration Required.

5. Regular Board Meeting: Tuesday, February 16, 2021, 7:00 p.m.

**Adjournment**

President Beckwith moved and Secretary Sutton seconded that the meeting be adjourned.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

President Beckwith adjourned the meeting at 7:56 p.m.

/s/Bonnie Sutton  
Bonnie Sutton, Secretary

Approved: February 16, 2021

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