

**Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees**

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| Jo Beckwith, President | Katherine Arnold |
| George Kotsinis, Vice President | Jennifer Cheng |
| Bonnie Sutton, Secretary | Anne Linsdau-Hoepfner |
| Andrea Farr Capizzi, Treasurer | |

**Regular Board Meeting
Tuesday, March 16, 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 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, Sandy Beda and Noreen Reese.

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 Regular Meeting February 16, 2021.
- b. Reports of Standing Committees. Committee of the Whole, March 2, 2021:
 - i. Finance
 - ii. Building & Grounds
 - iii. Policy
 - iv. Summary, Personnel and General
- c. Monthly Financial Report for January 2021
- d. Approval of payrolls for February 2021.
- e. Approval of bills payable for January 2021.
- f. Approval of Board Policies:
 - i. 1035 Legal Counsel and Professional Consultation
 - ii. 2001 Budget and Finance
- g. Approval of Personnel Policies:
 - i. 704 Attendance and Punctuality
 - ii. 705 Personal Appearance
 - iii. 706 Return of Property

Vice President Kotsinis moved and President Beckwith seconded that the Consent Agenda be approved as presented.

The motion carried on a roll call vote as follows:

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

President’s Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director’s Report February 2021

Executive Director Livergood presented a written report in the packet.

Old Business

- a. MERV 13 Filter Installation and HVAC Rebalancing.
Executive Director Livergood presented a written report in the packet.

b. Approval of the Winning Bid for the LED Lighting Project.
President Beckwith moved and Secretary Sutton seconded that the Board approve the winning bid for the LED lighting project to All Tech Energy, Inc. with a total bid of \$118,276.00.

The motion carried on a roll call vote as follows:

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

New Business

- a. Intergovernmental Agreement between the Village of Gurnee and the Warren-Newport Public Library District for the repair and maintenance of WNPL parking lots (Phase Three).

Vice President Kotsinis moved and Trustee Cheng seconded that the Board approve the Intergovernmental Agreement between the Village of Gurnee and the Warren-Newport Public Library District for the repair and maintenance of parking lots, (Phase Three).

The motion carried on a roll call vote as follows:

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

- b. Capital Planning Projects.

Executive Director Livergood gave an oral update.

- c. Other potentially actionable items: Agenda items for April 2021 Regular Meeting.

- i. Monthly Financial Reports for February
- ii. Board Policies:
 1. 1010 Trustee Code of Ethics and Behavior
 2. 2010 Routine Banking Procedures
 3. 3023 Fees and Fines
- iii. Initial Presentation of Budget Draft
- iv. Strategic Plan 2020-2022
- v. Board Quarterly Review: Self-Evaluation and Goals

Public Forum. None.

Announcements

- a. By the Chair:

- i. Communications to the Public
- ii. Upcoming calendar
 1. Next Committee of the Whole: Tuesday, April 6, 2021, 7:00 p.m.
 2. Regular Board Meeting: Tuesday, April 20, 2021, 7:00 p.m.

Adjournment

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

The motion carried on a roll call vote as follows:

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

President Beckwith adjourned the meeting at 7:23 p.m.

/s/ Bonnie Sutton
Bonnie Sutton, Secretary

Approved: April 20, 2021

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