

**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, April 20, 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**

Trustees verified that they could hear all discussions.

Trustees present: Arnold, Beckwith, Cheng, Kotsinis, Linsdau and Sutton.

Trustees absent: Farr Capizzi and Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, David Corona, Brian Bruns, Sandy Beda, Jan Marsh 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 March 16, 2021
- b. Reports of Standing Committees. Committee of the Whole, April 6, 2021:
  - i. Finance
  - ii. Building & Grounds
  - iii. Policy
  - iv. Summary, Personnel and General
- c. Monthly Financial Report for February 2021
- d. Approval of payrolls for March 2021
- e. Approval of bills payable for February January 2021
- f. Patron Suggestions from March 2021
- g. Approval of Board Policies:
  - i. 1010 Trustee Code of Ethics and Behavior
  - ii. 2010 Routine Banking Procedures
  - iii. 3023 Fees and Fines
- h. Approval of Personnel Policies:
  - i. 708 Resignation
  - ii. 710 Security Inspection
  - iii. 712 Solicitation
  - iv. 716 Progressive Discipline

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: Linsdau, Kotsinis, Arnold, Cheng, Beckwith

Absent: Farr Capizzi, Sutton

**New Business Part 1**

- a. Information Technology Vendor.

Vice President Kotsinis moved and Trustee Arnold seconded that the library enter into the agreement with OSG and the board transfer funds in the amount of \$12,700.

The motion carried on a roll call vote as follows:

Ayes: Kotsinis, Cheng, Linsdau, Arnold, Beckwith

Absent: Farr Capizzi, Sutton

**President’s Report**

President Beckwith presented a written report in the packet.

President Beckwith attended ILA Virtual Trustee Forum, on April 17, 2021.

Equity, Diversity and Inclusion: What Library Trustees Need to Know.

President Beckwith reported the forum was very informational. She will be emailing information to the trustees.

**Reports of Other Trustees.** None.

**Executive Director's Report March 2021**

Executive Director Livergood presented a written report in the packet.

**Old Business**

- a. LED lighting project update.  
Executive Director Livergood gave an oral update.
  
- b. Library operations update.  
Executive Director Livergood gave an oral update.

**New Business Part 2**

- a. AAPI statement.  
Executive Director Livergood gave an oral report.
  
- b. Strategic Plan 2020-2022.  
Executive Director Livergood gave an oral report.
  
- c. Board quarterly Review: Self-evaluation and goals.  
President Beckwith gave an oral report.
  
- d. Resolution 2020/2021-5 Authorizing Temporary Allocation of Paid Sick Leave.

President Beckwith moved and Vice President Kotsinis seconded that the Board approve Resolution 2020/2021-5 Authorizing Temporary Allocation of Paid Sick Leave for Part-time Employees.

The motion carried on a roll call vote as follows:

Ayes: Cheng, Linsdau, Arnold, Kotsinis, Beckwith

Absent: Sutton, Farr Capizzi

- e. Other potentially actionable items: Agenda items for May 2021 Regular Meeting.
  - i. Installation of new board and election of officers
  - ii. Monthly Financial Reports for March
  - iii. FY 2021-2021 Budget
  - iv. Board Policies:
    - 1. 2005 Investment of Public Funds

2. 3025 Interlibrary Loan
- v. Personnel Policies:
  1. 718 Problem Resolution
  2. 722 Workplace Etiquette

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Communications to the Public
  - ii. Upcoming calendar
    1. Next Committee of the Whole: Tuesday, May 4, 2021, 7:00 p.m.
    2. Regular Board Meeting: Tuesday, May 18, 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: Linsdau, Arnold, Cheng, Kotsinis, Beckwith

Absent: Farr Capizzi, Sutton

President Beckwith adjourned the meeting at 7:54 p.m.

/s/ Jo Beckwith  
Jo Beckwith, President  
Acting Secretary

Approved: May 18, 2021

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