

**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, May 18, 2021
Meeting Room A**

Call to Order, Roll Call, and Determination of Quorum

President Beckwith called the Meeting to order at 7:00 p.m.

Trustees present: Arnold, Beckwith, Farr Capizzi, Kotsinis, Linsdau and Sutton.

Trustees absent: Cheng.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Kevin Getty, 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

- a. Public Comments. None.
- b. Written:
 - i. From Lake County Clerk: Abstracts of votes in Official Results Consolidated Election April 6, 2021.

Consent Agenda

- a. Reports of Standing Committees. Committee of the Whole, April 6, 2021:
 - i. Building and Grounds
 - ii. Finance
 - iii. Summary, Personnel and General
 - iv. Policy. Presented at the meeting.

- b. Monthly Financial Report for March 2021
- c. Approval of payrolls for April 2021
- d. Approval of bills payable for March 2021
- e. Approval of Board Policies:
 - i. 2005 Investment of Public Funds
 - ii. 3025 Interlibrary Loan
- f. Approval of Personnel Policies:
 - i. 703 Harassment, Discrimination and Retaliation
 - ii. 718 Problem Resolution
 - iii. 722 Workplace Etiquette
 - iv. 724 Respectful Workplace
 - v. Effective Date and Review/Revision edits

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

The motion carried on a voice vote.

Absent: Cheng

Swearing in of Trustees Elected, by the Secretary

Secretary Sutton administered the Oath of Office to Trustee-elect Katherine Arnold.

Secretary Sutton administered the Oath of Office to Trustee-elect Jo Beckwith.

Secretary Sutton administered the Oath of Office to Trustee-elect Andrea Farr Capizzi.

Secretary Sutton administered the Oath of Office to Trustee-elect George Kotsinis.

Adjournment *sine die*, (adjournment “without day”, a final adjournment that has the effect of dissolving the outgoing board)

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

The motion carried on a voice vote.

Absent: Cheng

Seating of the New Board

- a. Election of President pro tempore, presided over by immediate past president.

Trustee Farr Capizzi moved and Trustee Beckwith seconded to nominate Trustee Kotsinis as President pro tempore.

The motion carried on a voice vote.

Absent: Cheng

- b. Election of Secretary pro tempore, presided over by president pro tempore.

Trustee Beckwith moved and Trustee Farr Capizzi seconded to nominate Trustee Sutton as Secretary pro tempore.

The motion carried on a voice vote.

Absent: Cheng

- c. Call to order, roll call, and determination of quorum.

President Pro tempore Kotsinis called the meeting to order at 7:11 p.m.

Trustees present: Arnold, Beckwith, Farr Capizzi, Kotsinis, Linsdau and Sutton.

Trustees absent: Cheng.

Election of Officers

Trustee Farr Capizzi moved and Secretary pro tempore Sutton seconded to nominate a slate:

Trustee Beckwith for President, Trustee Kotsinis for Vice President, Trustee Farr Capizzi for Treasurer, and Trustee Sutton for Secretary.

The motion carried on a roll call vote as follows:

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

Absent: Cheng

Appointment of Chairpersons by New President

Finance Committee – Chairperson Andrea Farr Capizzi

Building & Grounds – Chairperson George Kotsinis

Policy - Chairperson Katherine Arnold

General & Personnel – Chairperson Jo Beckwith

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees.

At the farewell event for outgoing Mayor Kristina Kovarik, Vice President Kotsinis congratulated newly elected Village of Gurnee Mayor Tom Hood.

Executive Director's Report May 2021

Executive Director Livergood presented a written report in the packet.

Executive Director Livergood gave an update on mask requirements and presented the results of a survey of other libraries regarding their latest guidelines for reopening.

Old Business

- a. Budget update FY 2020-2021.
Executive Director Livergood presented a written report in the packet.
- b. Money market to step certificates of deposits update.
Executive Director Livergood presented a written report in the packet.
- c. Allocate funds for LED lighting
Executive Director Livergood gave an oral report.

- d. Transfer funds from Corporate Fund to Bond Fund

Vice President Kotsinis moved and President Beckwith seconded that the Board approve a transfer of \$118,125.00 from the Corporate Fund to the Bond Fund to make the June interest payment.

The motion carried on a roll call vote as follows:

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

Absent: Cheng

New Business

- a. Secretary's report: approval of minutes Regular Meeting of April 20, 2021.

President Beckwith moved and Trustee Arnold seconded that the Board approve the minutes of Regular Meeting of April 20, 2021 as presented.

The motion carried on a roll call vote as follows:

Ayes: Arnold, Linsdau, Kotsinis, Beckwith

Abstain: Farr Capizzi, Sutton

Absent: Cheng

- b. Approval of Board Roster.

Trustee Arnold moved and Secretary Sutton seconded that the Board ratify the current board roster for filing.

The motion carried on a voice vote.

Absent: Cheng

- c. Signatures cards for officers.
President Beckwith gave an oral report.
- d. Semi-annual review of closed session minutes.
President Beckwith explained the review process.
Secretary Sutton and President Beckwith will review the closed session minutes and provide a written recommendation for the July Regular Board meeting.

- e. Other potentially actionable items: Agenda items for June 2021 Regular Meeting.
 - i. Ordinance for Regular Meeting Schedule for FY 2021-2022
 - ii. Ordinance to Transfer Money to the Special Reserve fund
 - iii. Adoption of working budget for FY 2021-2022
 - iv. Board Policies:
 - 1. 2040 Wage Scale
 - 2. 1061 Harassment, Discrimination and Retaliation

Public Forum. None.

Announcements

- a. Upcoming calendar
 - i. Library Closure for Memorial Day, Monday, May 31, 2021
 - ii. Next Committee of the Whole: Tuesday, June 1, 2021, 7:00 p.m.
 - iii. Regular Board Meeting: Tuesday, June 15, 2021, 7:00 p.m.

Adjournment

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

The motion carried on a voice vote.

Absent: Cheng

President Beckwith adjourned the meeting at 7:47 p.m.

/s/Bonnie Sutton
Bonnie Sutton, Secretary

Approved: June 15, 2021

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