

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

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

**Regular Board Meeting  
Tuesday, August 24, 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, Linsdau and Sutton.  
Trustees absent: Kotsinis.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Kevin Getty, Mark Burr, Tim and Wendy Hamilton, Nancy Stricker and Noreen Reese.

Trustee Kotsinis arrived at 7:02 p.m.

**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. Correspondence from Susan Lanzillotti to President Beckwith concerning the mandatory mask policy.

**Consent Agenda**

- a. Secretary's report: Approval of minutes of:
    - i. Regular meeting July 20, 2021
    - ii. Executive Session July 20, 2021, to remain closed to the public
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- iii. Executive Sessions August 03, 2021, to remain closed to the public
- b. Report of Standing Committees. Committee of the Whole Meeting August 3, 2021.
  - i. Finance
  - ii. Building and Grounds
  - iii. Policy
  - iv. Summary and General
- c. Monthly Financial Report for May 2021
- d. Approval of payrolls for July 2021
- e. Approval of bills payable for June 2021
- f. Patron Suggestions July 2021
- g. Approval of Board Policies:
  - i. 1003 Electronic Participation at Meetings
  - ii. 3063 Unattended Children

Treasurer Farr Capizzi moved and Trustee Arnold seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Kotsinis

Trustee Kotsinis arrived at 7:02 p.m.

#### **Resolution 2021/2022-1 To Appoint a New Library Trustee**

Treasurer Farr Capizzi moved and Trustee Linsdau seconded that Resolution 2021/2022-1 to appoint Wendy Hamilton to fill the trustee vacancy until the next regular library election in April 2023 be approved as presented.

The motion carried on a roll call vote as follows:

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

#### **Swearing In of Newly Appointed Trustee by the Secretary**

Secretary Sutton administered the Oath of Office to newly appointed Trustee Wendy Hamilton.

#### **Recess for Informal Acknowledgement of Incoming Trustee**

President Beckwith moved and Trustee Arnold seconded to enter into recess for informal acknowledgement of incoming trustee.

The motion carried on a unanimous voice vote.

The meeting recessed at 7:06 p.m.

President Beckwith moved and Treasurer Farr Capizzi seconded to edit social time from the meeting recording.  
The motion carried on a unanimous voice vote.

### **Reconvene Regular Meeting**

The meeting reconvened at 7:16 p.m.

### **President's Report**

President Beckwith presented a written report in the packet.

**Reports of Other Trustees.** None.

### **Executive Director's Report August 2021**

Executive Director Livergood presented a written report in the packet.

### **Old Business**

- a. Library operations and mask requirements update  
Executive Director Livergood gave an oral update.
- b. LED lights update  
Executive Director Livergood gave an oral update.

### **New Business**

- a. Monthly Financial Report for June 2021

Treasurer Farr Capizzi moved and Secretary Sutton seconded to approve Monthly Financial Report for June 2021 as presented.

The motion carried on a roll call vote as follows:

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

- b. Personnel Policy 503 Vaccinations  
Executive Director Livergood gave an oral update.

- c. Approval of Board Policy 4030 FOIA

Trustee Hamilton moved and Trustee Arnold seconded to approve Board Policy 4030 FOIA as presented.

The motion carried on a unanimous voice vote.

d. Approval of Board Roster

President Beckwith moved and Secretary Sutton seconded that the Board ratify the current Board roster for filling.

The motion carried on a unanimous voice vote.

e. 2021 Illinois Public Library Annual Report (IPLAR)

President Beckwith moved and Vice President Kotsinis seconded that the Board approve 2021 Illinois Public Library Annual Report (IPLAR) to be submitted to the Illinois State Library pursuant to law.

The motion carried on a unanimous voice vote.

f. Annual Audit

Executive Director Livergood gave an oral update.

g. Treasurer's Annual Report of all Receipts and Expenditures

Executive Director Livergood gave an oral update.

h. Facilities Tour

Executive Director Livergood gave an oral update.

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

- i. Ordinance 2021/2022-4 Annual Budget and Appropriations
- ii. Financial Statements for July 2021
- iii. Proclamation Friends of the Library Week
- iv. Update on Strategic Planning 20-22

**Public Forum.** None.

Deputy Director Noreen Reese announced that the occupancy sign in the Vault was added to one of the screens by David Corona, Head of Instruction Technology and Kevin Getty, Head of Facilities.

**Announcements**

a. By the Chair:

i. Upcoming calendar

1. Friends of the Library Meeting: Thursday, August 26, 2021, 1:00 p.m.
2. Next Committee of the Whole: Tuesday, September 7, 2021, 7:00 p.m.
3. Public Hearing for Budget and Appropriation Fiscal Year 2021-2022, Tuesday, September 21, 2021, 6:45 p.m.
4. Regular Board Meeting: Tuesday, September 21, 2021, 7:00 p.m.
5. Intergovernmental Picnic: Thursday, October 7, 2021, time TBD.
6. September is Library Card Sign-up Month.

7. Library Closed Labor Day, Monday, September 6, 2021.

**Adjournment**

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

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 8:02 p.m.

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Bonnie Sutton, Secretary

Approved: \_\_\_\_\_

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Celia G. Ornelas, Recording Secretary