

**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-Hoeppner |
| Andrea Farr Capizzi, Treasurer  |                       |

**Regular Board Meeting  
Tuesday, October 19, 2021  
Meeting Room B**

**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, Hamilton, Kotsinis, Linsdau and Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Noreen Reese, David Corona, Kevin Getty and Mike Barr.

**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 memoranda from Roger Ritzman, legal counsel: Levy Ordinance Reminder.

**Consent Agenda**

- a. Secretary's report: Approval of minutes of:
  - i. Regular meeting September 21, 2021
  - ii. Executive Session September 21, 2021, to remain closed to the public.
  - iii. Executive Session October 5, 2021, to remain closed to the public.
- b. Report of Standing Committees. Committee of the Whole Meeting October 5, 2021.
  - i. Finance. Presented at the meeting.

- ii. Building and Grounds
  - iii. Policy
  - iv. Summary and General
  - c. Monthly Financial Report for August 2021
  - d. Approval of payrolls for September 2021
  - e. Approval of bills payable for August 2021
  - f. Patron Suggestions September 2021
  - g. Approval of Board Policy 4015 Sponsorship
- Vice President Kotsinis moved and President Beckwith seconded that the Consent Agenda be approved as presented.  
The motion carried on a unanimous voice vote.

### **President's Report**

President Beckwith presented a written report in the packet.

### **Reports of Other Trustees**

Vice President Kotsinis attended the ILA 2021 Annual Conference: Breaking Down Barriers, Building Up Communities, held virtually on October 12-14, 2021. He presented a thorough written summary of each session he attended.

### **Executive Director's Report October 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.

### **New Business**

- a. Presentation of Audited Financial Statement by Eder, Casella & Company for FY ended June 30, 2021.

President Beckwith moved and Vice President Kotsinis seconded to move to item b. Transfer of Funds from Corporate Fund to Bond Fund, and return at the appointed time for the Presentation of Audited Financial Statement by Eder, Casella & Co.

The motion carried on a unanimous voice vote.

- b. Transfer of Funds from Corporate Fund to Bond Fund  
Secretary Sutton moved and Trustee Hamilton seconded that the Board approve a Transfer of \$660,375 from the Corporate Fund to Bond Fund.  
The motion carried on a roll call vote as follows:

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

- c. Resolution 2021/2022-3 To Determine the Estimate of Funds Needed for FY 21-22

Vice President Kotsinis moved and President Beckwith seconded that the Board approve Resolution 2021/2022-3 To Determine the Estimate of Funds Needed for FY 21-22.

The motion carried on a roll call vote as follows:

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

- d. Executive Director's Annual Performance Evaluation

Vice President Kotsinis will compile the Executive Director's evaluation survey. President Beckwith will send the necessary documents to Trustees to read prior to filling out the survey for Executive Director Livergood's evaluation. Surveys are due by end of day on October 31.

- e. Sunday Hours for December 26, 2021 and January 2, 2022

Executive Director Livergood presented a written report in the packet. President Beckwith moved and Secretary Sutton seconded that the Board approve to eliminate Sunday hours on December 26, 2021 and January 2, 2022.

The motion carried on a unanimous voice vote.

- f. Trustee Vacancy

President Beckwith gave oral information.

- g. Other potentially actionable items: Agenda items for November 2021 Regular Meeting

- i. Annual Levy Ordinance
- ii. Year-end bonuses for staff
- iii. Review of Per Capita and Equalization Grants Requirements
- iv. Treasurer's report of Annual Receipts and Disbursements
- v. Illinois Libraries present Intergovernmental Agreement
- vi. Trustee Appointment

- a. Presentation of Audited Financial Statement by Eder, Casella & Company for FY ended June 30, 2021.

Kevin Smith joined the meeting virtually at 7:27 p.m. and presented a summary of the audit findings to the Board and Executive Director Livergood.

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded that the Board accept the Financial Statement for FY ended June 30, 2021 as audited by Eder, Casella & Company, as presented.

The motion carried on a roll call vote as follows:

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

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Communications to the Public
    - 1. Regular Board Meeting for December has been reschedule to Tuesday, December 14, 2021.
  - ii. Upcoming calendar
    - 1. Friends of the Library Meeting: Thursday, October 28, 2021, 1:00 p.m.
    - 2. Next Committee of the Whole: Tuesday, November 2, 2021, 7:00 p.m.
    - 3. Next Regular Board Meeting/ Appointment of new Trustee: Tuesday, November 16, 2021, 7:00 p.m.
    - 4. Library closed at 5 p.m. on Wednesday, November 24, 2021.
    - 5. Library Closed for Thanksgiving Day, November 25, 2021.

**Adjournment**

Trustee Arnold moved and President Beckwith seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 7:39 p.m.

/s/ Bonnie Sutton  
Bonnie Sutton, Secretary

Approved: November 16, 2021

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