

**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, November 16, 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, Hamilton, Kotsinis, and Sutton.

Trustees absent: Farr Capizzi and Linsdau.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Noreen Reese and David Corona

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. Draft bonus note

Consent Agenda

- a. Secretary's report: Approval of minutes of:
 - i. Regular meeting October 19, 2021
 - ii. Executive Session November 02, 2021, to remain closed to the public
- b. Report of Standing Committees. Committee of the Whole Meeting November 2, 2021:
 - i. Finance

- ii. Building and Grounds
- iii. Policy
- iv. Personnel
- v. Summary and General
- c. Monthly Financial Report for September 2021
- d. Approval of payrolls for October 2021
- e. Approval of bills payable for September 2021
- f. Patron Suggestions October 2021
- g. Approval of Board Policy 3015 Material Selection
- h. Approval of Personnel Policies:
 - i. 305 Holidays
 - ii. 530 Remote Work

President Beckwith removed item b.i Finance report from the Consent Agenda. Secretary Sutton removed item a.ii Executive Session minutes November 02, 2021 from the Consent Agenda.

Trustee Arnold moved and President Beckwith seconded that the Consent Agenda be approved as amended.
The motion carried on a voice vote.
Absent: Farr Capizzi, Linsdau

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report November 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. Merit increases for 2022.

Executive Director Livergood presented a written report in the packet.
Vice President Kotsinis moved and President Beckwith seconded to adjust the staff payroll increases for the year 2022 to 5%.

The motion carried on a roll call as follows:

Ayes: Arnold, Hamilton, Kotsinis, Sutton, Beckwith

Absent: Farr Capizzi, Linsdau

New Business

- a. Ordinance 2021/2022-5 Correcting Scrivener's Error in Budget and Appropriation Ordinance.

Vice President Kotsinis moved and Secretary Sutton seconded that the Board approve Ordinance 2021/2022-5 Correcting Scrivener's Error in Budget and Appropriation Ordinance as presented.

The motion carried on a roll call vote as follows:

Ayes: Arnold, Kotsinis, Hamilton, Sutton, Beckwith

Absent: Farr Capizzi, Linsdau

- b. Ordinance 2021/2022-6 Annual Levy Ordinance.

Secretary Sutton moved and Vice President Kotsinis seconded that the Board approve Ordinance 2021/2022-6 Annual Levy Ordinance as presented.

The motion carried on a roll call vote as follows:

Ayes: Sutton, Kotsinis, Hamilton, Arnold, Beckwith

Absent: Farr Capizzi, Linsdau

- c. Year-end bonus for staff.

President Beckwith moved and Trustee Arnold seconded that the Board celebrate WNPL's wonderful library staff for their service to our community and that we acknowledge their excellent work with the staff bonuses included in the current budget prior to December 31, 2021.

The motion carried on a roll call vote as follows:

Ayes: Arnold, Hamilton, Kotsinis, Sutton, Beckwith

Absent: Farr Capizzi, Linsdau

- d. Treasurer's Report of Annual Receipts and Disbursements
Executive Director Livergood gave an oral update.

- e. Other potentially actionable items: Agenda items for December 2021 Regular Meeting

- i. Semi-annual review of closed session minutes
- ii. Approval of Per Capita and Equalization Aid Grant Application
- iii. Executive Director's Annual Performance
- iv. Other

Enter into Executive Session to review the performance of specific employee [5ILCS 120/2.(c)(1)].

President Beckwith moved and Trustee Hamilton seconded that the Board enter into Executive Session to review the performance of specific employee [5ILCS 120/2.(c)(1)].

The motion carried on a voice vote.

Absent: Farr Capizzi, Linsdau

Executive Session started at 7:31 p.m.

Reconvene Regular Meeting.

Regular meeting reconvened at 8:23 p.m.

Public Forum.

Deputy Director Noreen Reese thanked the Board on behalf of all staff for the very generous increase to staff payroll for the next year.

Announcements

a. By the Chair:

i. Upcoming calendar

1. Next Committee of the Whole: Tuesday, December 7, 2021, 6:00 p.m.
2. Next Regular Board Meeting: Tuesday, December 14, 2021, 7:00 p.m.

Adjournment

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

The motion carried on a voice vote.

Absent: Farr Capizzi, Linsdau

President Beckwith adjourned the meeting at 8:25 p.m.

/s/Bonnie Sutton

Bonnie Sutton, Secretary

Approved: December 14, 2021

/s/Celia G. Ornelas

Celia G. Ornelas, Recording Secretary