

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

Jo Beckwith, President	Katherine Arnold
George Kotsinis, Vice President	Celeste Flores
Bonnie Sutton, Secretary	Wendy Hamilton
Andrea Farr Capizzi, Treasurer	

**Regular Board Meeting  
Tuesday, March 15, 2022  
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, Flores, Kotsinis, Hamilton and Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Kevin Getty and Smruti Savarkar.

**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. Approval of minutes of Regular Meeting February 15, 2022
- b. Reports of Standing Committees. Committee of the Whole March 1, 2022:
  - i. Finance
  - ii. Building & Grounds
  - iii. Policies
  - iv. Personnel, General and Summary
- c. Monthly Financial Statements for January 2022
- d. Approval of payrolls for February 2022
- e. Approval of bills payable for January 2022

- f. Approval of Board Policies:
  - i. 1020 Indemnification Conflict of Interest
  - ii. 3007 Standards of Public Service
- g. Approval of Personnel Policies:
  - i. 105 Personal Relationships
  - ii. 107 Immigration Law Compliance
- h. Patron Suggestions February 2022

President Beckwith moved and Secretary Sutton seconded that the Consent Agenda be approved as presented.  
The motion carried on a voice vote.

### **President's Report**

President Beckwith presented a written report in the packet.

**Reports of Other Trustees.** None.

### **Executive Director's Report March 2022**

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. Board self-evaluation  
The results were tabulated, and Trustee Hamilton will present them at the Committee of the Whole April 2022.

### **New Business**

- a. ReadersFirst Membership  
Vice President Kotsinis moved and President Beckwith seconded that Warren-Newport Public Library join ReadersFirst.  
The motion carried on a voice vote.
- b. Personnel Policy 705 Personal Appearance  
President Beckwith moved and Trustee Hamilton seconded that Personnel Policy 705 be approved as presented.  
The motion carried on a voice vote.
- c. Other potentially actionable items: Agenda items for April 2022 Regular Meeting.
  - i. Monthly Financial Reports for February 2022
  - ii. Initial presentation of Budget draft

- iii. Board Policies:
  - 1. 1045 Minutes and Recordings of Executive Sessions
  - 2. 3050 Meeting Rooms
- iv. Quarterly Review: Board Self-Evaluation and Board Goals

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Communications to the public
  - ii. Upcoming calendar
    - 1. National Library Week, April 3 – 9, 2022.
    - 2. Next Committee of the Whole: Tuesday, April 5, 2022, 7:00 p.m.
    - 3. Next Regular Board Meeting: Tuesday, April 19, 2022, 7:00 p.m.
    - 4. Library Closed: Easter Sunday, April 17, 2022.
    - 5. Book Sale: Saturday, April 30, 2022.

- b. By other trustees or the Executive Director

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded that the Board accept the Executive Director’s signature on the check for James Rachlin #18225 in the amount of \$450.00.

The motion carried on a voice vote.

**Adjournment**

Treasurer Farr Capizzi moved and President Beckwith seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 7:14 p.m.

/s/Bonnie Sutton  
Bonnie Sutton, Secretary

Approved: April 19, 2022

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