

**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, July 19, 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, Hamilton, and Sutton.

Trustees absent: Kotsinis.

Vice President Kotsinis arrived at 7:01 p.m.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Violet Arnold, Mike Barr, 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.

Vice President Kotsinis arrived at 7:01 p.m.

Public Comments, Correspondence and Communications.

- a. Public Comments. None.
- b. Written:
 - i. President Beckwith received a communication from a library patron on July 17, 2022 at 9:45 complimenting a reference librarian who was extremely helpful to her. She thanked all the staff for being so helpful over the many years that she has been a WNPL patron. President Beckwith will send her a reply after finding out who was on duty at the time.

Consent Agenda

- a. Secretary's report. Approval of minutes of
 - i. Regular Meeting June 21, 2022
 - ii. Executive Session June 21, 2022, to remain closed to the public
- b. Approval of payrolls for June 2022
- c. Approval of bills payable for May 2022
- d. Patron Suggestions June 2022

Secretary Sutton moved and Trustee Hamilton 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. None.

Executive Director's Report July 2022

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Semi-annual review of closed session minutes.

Trustee Arnold moved and President Beckwith seconded that the Board accept the semi-annual review of closed executive session minutes as amended.

The motion carried on a unanimous voice vote.

- b. WiFi hotspot availability update.

Executive Director Livergood gave an oral update.

New Business

- a. Executive Session Minutes for May 17, 2022, to remain closed to the public.

President Beckwith moved and Secretary Sutton seconded that the Executive Session Minutes for May 17, 2022, to remain closed to the public be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Arnold, Hamilton, Kotsinis, Sutton, Beckwith

Abstain: Farr Capizzi, Flores

b. Monthly Financial Reports for May 2022.

Treasurer Farr Capizzi moved and Trustee Arnold seconded that the Board approve the Monthly Financial Reports for May 2022 as presented.

The motion carried on a roll call vote as follows:

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

c. Approval of Intergovernmental Agreement to join Cooperative Computer Services

President Beckwith moved and Trustee Hamilton seconded that the Board adopt the Intergovernmental Agreement for the Warren-Newport Public Library District to join Cooperative Computer Services.

The motion carried on a roll call vote as follows:

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

d. Approval of Board Policy 1053 Recording Board Meetings.

Trustee Arnold moved and President Beckwith seconded that Board Policy 1053 Recording Board Meetings be approved as presented.

The motion carried on a unanimous voice vote.

e. Approval of Board Policy 4010 Friends of the Library.

Trustee Arnold moved and President Beckwith seconded that Board Policy 4010 Friends of the Library be approved as presented.

The motion carried on a unanimous voice vote.

f. Approval of Board Policy 4030 FOIA.

Trustee Arnold moved and President Beckwith seconded that Board Policy 4030 FOIA be approved as presented.

The motion carried on a unanimous voice vote.

g. Ordinance 2022/2023-1 Building & Maintenance Tax Ordinance.

Secretary Sutton moved and Treasurer Farr Capizzi seconded that Ordinance 2022/2023-1 Building & Maintenance Tax Ordinance be approved as presented.

The motion carried on a roll call vote as follows:

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

h. Ordinance 2022/2023-2 Non-Resident Library Card.

Trustee Arnold moved and President Beckwith seconded that Ordinance 2022/2023-2 Non-Resident Library Card be approved as presented.

The motion carried on a roll call vote as follows:

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

i. Ordinance 2022/2023-3 Tentative Budget & Appropriation.
Treasurer Farr Capizzi moved and Secretary Sutton seconded that Ordinance 2022/2023-3 Tentative Budget & Appropriation be approved as presented.
The motion carried on a roll call vote as follows:
Ayes: Hamilton, Kotsinis, Sutton, Flores, Arnold, Farr Capizzi, Beckwith

j. Setting the public hearing for the Annual Budget and Appropriation for FY22-23.
Treasurer Farr Capizzi moved and President Beckwith seconded that the Public Hearing for the Annual Budget and Appropriation be set for Tuesday, September 20, 2022, at 6:45 p.m.
The motion carried on a unanimous voice vote.

k. Audit of Regular Meetings Minutes FY 2021-2022
Trustee Arnold and Vice President Kotsinis volunteered to do the audit of the Regular Meeting Minutes for FY 2021-2022.

l. Other potentially actionable items: Agenda items for August 2022 Regular Meeting.

- i. Monthly Financial Reports for June 2022
- ii. Treasurer's Annual Report of all Receipts and Expenditures
- iii. Annual Audit Information
- iv. Approval of 2022 Illinois Public Library Annual Report (IPLAR)
- v. Succession Planning
- vi. Personnel Policies:
 1. 114 Accommodations for Employees with Disabilities
 2. 115 Serious Illnesses in the Workplace
- vii. Board Policies:
 1. TBD Flag
 2. TBD Charity Collection Container
 3. TBD Local Author Collection
 4. 3020 Circulation
 5. 3050 Meeting Rooms
- viii. Quarterly Review: Self-evaluation and Board Goals

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

President Beckwith moved and Secretary Sutton seconded that the Board enter into Executive Session 5ILCS 120/2 (c)(1), along with the Executive Director Livergood, to review the performance and evaluation of specific employees of the public body.
The motion carried on a unanimous voice vote.

Executive Session started at 7:42 p. m.

Reconvene Regular Meeting

Regular meeting reconvened at 8:33 p.m.

Public Forum.

Mike Barr appreciated and thanked the Board of Trustees for their hard work with the Budget.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Next Committee of the Whole: Tuesday, August 2, 2022, 7:00 p.m.
 - 2. Book Sale: Saturday, August 6, 2022, 10 a.m. – 3 p.m.
 - 3. Next Regular Board Meeting: Tuesday, August 16, 2022, 7:00 p.m.

Adjournment

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

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 8:34 p.m.

/s/ Bonnie Sutton
Bonnie Sutton, Secretary

Approved: August 16, 2022

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