

**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, September 20, 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 and Hamilton.

Trustees absent: Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh, Smruti Savarkar and Michael Barr.

Appointment of Secretary pro tempore

President Beckwith moved and Trustee Hamilton seconded that the Board appoint Trustee Arnold as the Secretary pro tempore at this meeting in the absence of Secretary Sutton.

The motion carried on a voice vote.

Absent: Sutton

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. Save the Date invitation for the Annual Intergovernmental Picnic for Gurnee Area Leaders on October 13, 2022, Warren Township High School O'Plaine Campus.

Consent Agenda

- a. Secretary's report. Approval of minutes of: Executive Session August 4, 2022, to remain closed to the public.
- b. Finance Report for Committee of the Whole Meeting August 4, 2022.
- c. Report of Standing Committees. Committee of the Whole Meeting September 6, 2022.
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Personnel
 - v. Summary and General
- d. Approval of payrolls for August 2022
- e. Approval of bills payable for July 2022
- f. Patron Suggestions August 2022
- g. Approval of Board Policies:
 - i. 1001 Bylaws
 - ii. 3001 Access to Materials
 - iii. 3023 Fines and Fees
 - iv. 3072 Local Author Collection
- h. Elimination of Personnel Policy 115 Serious Illnesses in the Workplace
- i. Approval of Personnel Policy 114 Reasonable Accommodation

Trustee Arnold moved and Trustee Flores seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Sutton

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report September 2022

Executive Director Livergood presented a written report in the packet.

New Business

a. Secretary’s report: approval of minutes of:

i. Regular Meeting August 16, 2022

ii. Executive Session August 16, 2022, to remain closed to the public

President Beckwith moved and Vice President Kotsinis seconded that the Board approve the minutes of the Regular Meeting and Executive Session for August 16, 2022, as presented.

The motion carried on a roll call vote as follows:

Ayes: Arnold, Farr Capizzi, Kotsinis, Beckwith

Abstain: Hamilton, Flores

Absent: Sutton

b. Secretary’s report: approval of Minutes of Executive Session September 6, 2022, to remain closed to the public.

Trustee Arnold moved and Trustee Hamilton seconded that the Board approve the minutes of Executive Session September 6, 2022, as presented.

The motion carried on a roll call vote as follows:

Ayes: Flores, Arnold, Hamilton, Kotsinis, Beckwith

Abstain: Farr Capizzi

Absent: Sutton

c. Monthly Financial Statements for July 2022.

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board approve the Monthly Financial Statements for July 2022, as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

d. Modified FY 2022-2023 Budget as presented for approval.

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board approve the modified FY 2022-2023 Budget as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

e. Ordinance 2022/2023-4 Annual Budget and Appropriation be approved as presented.

Trustee Arnold moved and Vice President Kotsinis seconded that Board approve Ordinance 2022/2023-4 Annual Budget and Appropriation as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

f. Staff Development Day Closure

President Beckwith moved and Trustee Flores seconded that Board approve the Library closure for Staff Development on November 18, 2022.

The motion carried on a voice vote.

Absent: Sutton

g. Annual Audit.

Executive Director Livergood gave an oral explanation.

h. Resolution 2022/2023-2 Proclamation National Friends of the Library Week.

President Beckwith moved and Vice President Kotsinis seconded that Board approve Resolution 2022/2023-2 Proclamation National Friends of the Library Week as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

i. Other potentially actionable items: Agenda items for October 2022 Regular Meeting.

i. Annual Audit

ii. Monthly Financial Reports for August 2022

iii. Resolution to Determine the Estimate of Funds Needed for FY 2022-2023

iv. Per Capita & Equalization Aid Grant application requirements

Public Forum.

Michael Barr recognized the Trustees for the terrific job with the Access to Materials Policy. He also commented that the way the packets are posted for the public is a lot easier to follow and saves paper. It would be terrific if the library could continue with the same format.

Announcements

a. By the Chair:

i. Upcoming calendar

1. Next Committee of the Whole: Tuesday, October 11, 2022, 7:00 p.m.

2. National Friends of the Library Week, Tuesday, October 16-22, 2022.

3. Next Regular Board Meeting: Tuesday, October 25, 2022, 7:00 p.m.

4. Friends of the Library Meeting: Thursday, October 27, 2022, 1:00 – 2:00 p.m.

Adjournment

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

The motion carried on a voice vote.

Absent: Sutton

President Beckwith adjourned the meeting at 7:35 p.m.

/s/Katherine Arnold
Katherine Arnold, Secretary pro tempore

Approved: October 25, 2022

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