

**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, October 25, 2022
McCullough Room**

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, Smruti Savarkar and Rebekah Raleigh.

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:
 - i. Public Hearing September 20, 2022
 - ii. Regular Meeting September 20, 2022
- b. Report of Standing Committees. Committee of the Whole Meeting October 11, 2022.
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Personnel
 - v. Summary and General
- c. Monthly Financial Statements for August 2022

- d. Approval of payrolls for September 2022
- e. Approval of bills payable for August 2022
- f. Patron Suggestions September 2022
- g. Approval of Board Policies:
 - i. 2025 Purchasing (Bids-Quotations)
 - ii. 2035 Disposal or Sale of Library Property
- h. Approval of Personnel Policies
 - i. 116 Job Postings
 - ii. 305 Holidays

Vice President Kotsinis removed item b. from the consent agenda.
Secretary Sutton removed item a. from the consent agenda.

Vice President Kotsinis moved and President Beckwith seconded that the Consent Agenda be approved as amended.
The motion carried on a unanimous voice vote.

Items removed for the Agenda

President Beckwith moved and Trustee Arnold seconded that the minutes of the Public Hearing and Regular Meeting for September 20, 2022 be approved as presented.

The motion carried on a roll call vote as follows:

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

Secretary Sutton moved and President Beckwith seconded that the reports of Committee of the Whole October 11, 2022 be approved as presented.

The motion carried on a roll call vote as follows:

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

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report October 2022

Executive Director Livergood presented a written report in the packet.

New Business

- a. Board Policy 3070 Food, Drink, and Food Allergies.
This policy will be presented for approval at the November Regular Meeting.

- b. Resolution 2022/2023-3 to Determine the Estimate Funds Needed for FY 22-23.

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded that the Board approved the Resolution 2022/2023-3 to Determine the Estimate Funds Needed for FY 22-23, as presented.

The motion carried on a roll call vote as follows:

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

- c. Transfer of funds from Corporate Fund to Bond Fund

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the Board approve the transfer of \$653,250 from the Corporate fund to the Bond fund.

The motion carried on a roll call vote as follows:

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

- d. Executive Director's Annual Performance Evaluation.

President Beckwith gave information to the board regarding the timeline for completion of the survey that Vice President Kotsinis will distribute to Trustees via email. Subsequently Board members will forward their completed surveys to President Beckwith by end of day on October 31, 2022.

- e. Other potentially actionable items: Agenda items for November 2022 Regular Meeting.

- i. Annual Audit
- ii. Annual Levy Ordinance
- iii. Monthly Financial Reports for September 2022
- iv. Year-end bonus for staff
- v. Continue with the review of Per Capita & Equalization Aid Grant application requirements
- vi. Treasurer's report of annual Receipts and Disbursements

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 1. Next Committee of the Whole: Tuesday, November 1, 2022, 7:00 p.m.

2. Next Regular Board Meeting: Tuesday, November 15, 2022, 7:00 p.m.

Adjournment

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

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 7:19 p.m.

Bonnie Sutton
Bonnie Sutton, Secretary

Approved: November 15, 2022

Celia G. Ornelas
Celia G. Ornelas, Recording Secretary