

**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, November 15, 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: Beckwith, Farr Capizzi, Flores, Kotsinis, Hamilton and Sutton.

Trustees absent: Arnold.

Also present: Executive Director Ryan Livergood (joined virtually), 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.

- a. Public Comments. None.
- b. Written:
 - i. Letter of appreciation written to WNPL staff by President Beckwith regarding thanks from the entire Board, as well as recognizing their continued excellent service to WNPL with a yearly bonus included in the current budget.

Consent Agenda

- a. Secretary's report. Approval of minutes of Regular Meeting October 25, 2022

- b. Report of Standing Committees. Committee of the Whole Meeting November 1, 2022.
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Personnel
 - v. Summary and General
 - c. Monthly Financial Statements for September 2022
 - d. Approval of payrolls for October 2022
 - e. Approval of bills payable for September 2022
 - f. Patron Suggestions October 2022
 - g. Approval of Board Policies:
 - i. 3045 The Vault
 - ii. 3046 The Point
 - iii. 3060 Standards of Public Conduct
 - iv. 3070 Food, Drink, and Food Allergies
 - h. Approval of Personnel Policy 209 Performance Evaluation
- Secretary Sutton moved and President Beckwith seconded that the Consent Agenda be approved as presented.
The motion carried on a voice vote.
Absent: Arnold

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report November 2022

Executive Director Livergood presented a written report in the packet.

New Business

- a. Approval of Audited Financial Statements by Eder, Casella & Company for FY ended June 30, 2022.

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the Board approve Audited Financial Statements by Eder, Casella & Company for FY ended June 30, 2022, as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

b. Ordinance 2022/2023-5 Annual Levy Ordinance for FY 22-23.
Secretary Sutton moved and Vice President Kotsinis seconded that the Board approved the Ordinance 2022/2023-5 Annual Levy Ordinance for FY 22-23, as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

c. Year-end bonus for staff.

President Beckwith moved and Secretary Sutton 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 current budget prior to December 31, 2022.

The motion carried on a roll call as follows:

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

Absent: Arnold

President Beckwith moved and Vice President Kotsinis seconded that the Board hold the Public Forum and cover Announcements prior to the Executive Session and not record the reconvening and adjournment following the Executive Session.

The motion carried on a voice vote.

Absent: Arnold

d. Other potentially actionable items: Agenda items for December 2022 Regular Meeting.

- i. Treasurer's Report of Annual Receipts and Disbursements
- ii. Semi-annual review of closed session minutes
- iii. Monthly Financial Reports for October 2022
- iv. Executive Director's Report annual performance

Public Forum. None.

Announcements

a. By the Chair:

i. Upcoming calendar

1. Library Closed all day for Staff Development Day, Friday, November 18, 2022.
2. Library Closed at 5:00 p.m. on Wednesday, November 23, 2022.
3. Library Closed all day for Thanksgiving Day, Thursday, November 24, 2022.
4. Next Committee of the Whole: Tuesday, December 6, 2022, 7:00 p.m.

5. Next Regular Board Meeting: Tuesday, December 13, 2022, 7:00 p.m.

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

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

Executive session started at 7:11 p.m.

Reconvene to Regular meeting

The Regular Meeting reconvened at 7:51 p.m.

Adjournment

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

The motion carried on a voice vote.

Absent: Arnold

President Beckwith adjourned the meeting at 7:52 p.m.

/s/Bonnie Sutton
Bonnie Sutton, Secretary

Approved: December 13, 2022

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