

**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, February 21, 2023  
McCullough Board 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, Zachary Moore and Zander Dent.

**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 approval of minutes for Regular Meeting January 17, 2023
- b. Reports of Standing Committees. Committee of the Whole  
February 7, 2023:
  - i. Finance
  - ii. Building and Grounds
  - iii. Policy
  - iv. Summary, Personnel and General
- c. Monthly Financial Statements for December 2022
- d. Approval of payrolls for January 2023
- e. Approval of bills payable for December 2022

- f. Patron Suggestions January 2023
- g. Approval of Personnel Policies
  - i. 1007 Electronic Communication among Trustees
  - ii. 3005 Confidentiality
  - iii. 4001 Community and Interlibrary Cooperation
- h. Approval of Board Policies:
  - i. 201 Employment Categories
  - ii. 202 Personnel Files

Trustee Hamilton moved and Vice President Kotsinis 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.

Treasurer Farr Capizzi signed the audit agreement for next year.

### **Executive Director’s Report February 2023**

Executive Director Livergood presented a written report in the packet.

### **Old Business**

- a. Secretary’s Report. Approval of Minutes of Regular Meeting December 13, 2022

President Beckwith moved and Trustee Arnold seconded that the Board approve the Minutes of Regular Meeting December 13, 2022 as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Sutton

- b. Succession Planning

Executive Director Livergood presented a written report in the packet.

### **New Business**

- a. Quarterly review of the Board self-evaluation and goals.

President Beckwith and Trustee Hamilton will post the self-evaluation document online for the Board to complete.

- b. Membership for Trustees  
Trustee Flores will receive the ALA + United for Libraries Trustee membership for this year, and Secretary Sutton will receive the ILA membership.
- c. Quarterly review of Board self-evaluation and goals.  
President Beckwith presented a report in the board packet.
- d. Other potentially actionable items: Agenda items for March 2023 Regular Meeting.
  - i. Quarterly Executive Director Review
  - ii. Capital Planning
  - iii. Strategic Planning process
  - iv. Personnel Policies:
    - 1. 203 Employment Reference and Verification
    - 2. 204 Personnel Data Changes
    - 3. 205 Introductory Period

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    - 1. Next Committee of the Whole: Tuesday, March 7, 2023.
    - 2. Next Regular Board Meeting: Tuesday, March 21, 2023, 7:00 p.m.
    - 3. Friends of the Library Book Sale: Saturday, March 11, 2023, 10:00 a.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 7:39 p.m.

/s/ Bonnie Sutton  
Bonnie Sutton, Secretary

Approved: March 21, 2023

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