

**Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees**

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| Jo Beckwith, President | Katherine Arnold |
| George Kotsinis, Vice President | Celeste Flores |
| Bonnie Sutton, Secretary | Wendy Hamilton |
| Andrea Farr Capizzi, Treasurer | |

**Regular Board Meeting
Tuesday, March 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, Flores, Kotsinis, Hamilton and Sutton.
Trustees absent: Farr Capizzi

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Smruti Savarkar and Maurice Cash.

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.
Maurice Cash expressed his concerns regarding an adult program available through Illinois Libraries Present.
- b. Written. None.

Vice President Kotsinis moved and President Beckwith seconded that the Board accept Treasurer Farr Capizzi remotely.
The motion carried on a voice vote.

Treasurer Farr Capizzi joined the meeting via audio conference at 7:03 p.m.

Consent Agenda

- a. Secretary's Report: approval of minutes for Regular Meeting February 21, 2023
- b. Reports of Standing Committees. Committee of the Whole March 7, 2023:
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General
- c. Monthly Financial Statements for January 2023
- d. Approval of payrolls for February 2023
- e. Approval of bills payable for January 2023
- f. Patron Suggestions February 2023
- g. Approval of Board Policies
 - i. 3015 Materials Selection
 - ii. 3047 Coco's Cove
 - iii. 3060 Standards of Public Conduct
 - iv. 4005 Volunteers
- h. Approval of Personnel Policies:
 - i. 204 Personnel Data Changes
 - ii. 205 Introductory Period

Vice President Kotsinis moved and President Beckwith 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 March 2023

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Board Self-Evaluation
Executive Director Livergood presented a written report in the packet.
- b. Strategic Planning update
Executive Director Livergood gave an oral update at the meeting.

- c. Building Systems update
Executive Director Livergood gave an oral update at the meeting.

New Business

- a. Quiet Reading Room: Award of contract for furniture
Vice President Kotsinis moved and Secretary Sutton seconded that the Board award the bid presented by Forward Space for the furniture project in the Quiet Reading Room as presented and to allocate the \$5,000.00 donation from Harold D. Burt Trust for the project.

The motion carried on a roll call vote as follows:

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

- b. FY 2023-2024 Budget planning: potential IT capital projects
Executive Director Livergood presented a written report at the meeting.
- c. 10-Year Capital Plan Initial Draft
Executive Director Livergood presented a written report in the packet.
- d. Quarterly Executive Director review
Executive Director Livergood presented a written report in the packet.
- e. Statement of Economic Interest.
Executive Director Livergood reminded the Trustees to renew their Statement of Economic Interest.
- f. Other potentially actionable items: Agenda items for April 2023 Regular Meeting.
 - i. Quarterly review Board Self-Evaluation and Board Goals
 - ii. Financial Statements for February 2023
 - iii. Initial Presentation of Budget Draft
 - iv. Board Policies:
 - 1. 1017 Board Self Evaluation
 - 2. 3050 Meeting Rooms
 - 3. 4025 Community and Media Relations
 - v. Personnel Policies:
 - 1. 203 Employment Reference and Verification
 - 2. 208 Employment Applications

Public Forum. None.

Announcements

a. By the Chair:

i. Upcoming calendar

1. Next Committee of the Whole: Tuesday, April 4, 2023, 7:00 p.m.
2. Consolidated Election April 4, 2023.
3. Next Regular Board Meeting: Tuesday, April 18, 2023, 7:00 p.m.
4. National Library Week, April 23-29, 2023.
5. Special Board Meeting: Strategic Planning Process. Saturday, April 29, 2023, 9:30 – 11:30 a.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 8:04 p.m.

/s/ Jo Beckwith

Jo Beckwith, Acting Secretary

Approved: April 18, 2023

/s/ Celia G. Ornelas

Celia G. Ornelas, Recording Secretary