

**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, May 16, 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, Rebekah Raleigh, Smruti Savarkar, Mike Barr, Ed Gallagher, Thomas Maillard, Becky Kotsinis, Anthony Vega, and Anton Mathews.

Pledge of Allegiance

President Beckwith led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Beckwith read the Mission Statement aloud.

WNPL Decennial Committee on Local Government Efficiency

- a. Deadlines for next steps.
Executive Director Livergood gave oral information.
- b. Committee member assignments
Executive Director Livergood gave oral information.
- c. Future meeting dates
The next meeting will be August 1, 2023 at 7:00 p.m.
- d. Survey of residents in attendance asking for input. None.

Public Comments, Correspondence and Communications.

- a. Public Comments. None.

- b. Written. From Lake County Clerk: Abstracts of votes in Official Results Consolidated Election April 4, 2023.

Consent Agenda

- a. Reports of Standing Committees. Committee of the Whole May 2, 2023:
 - i. Building and Grounds
 - ii. Finance
 - iii. Policy
 - iv. Summary, Personnel and General
- b. Monthly Financial Statements for March 2023
- c. Approval of payrolls for April 2023
- d. Approval of bills payable for March 2023
- e. Patron Suggestions April 2023
- f. Approval of Board Policies
 - i. 3050 Meeting Rooms
- g. Approval of Personnel Policies:
 - i. 209 Performance Evaluation
 - ii. 210 Job Descriptions
 - iii. 212 Salary Administration

Secretary Sutton moved and President Beckwith seconded that the Consent Agenda be approved as presented.

The motion carried on a unanimous voice vote.

Swearing in of Trustees Elected, by the Secretary

Secretary Sutton administered the Oath of Office to Trustee-elect Wendy Hamilton.

Secretary Sutton administered the Oath of Office to Trustee-elect George Kotsinis.

President Beckwith administered the Oath of Office to Trustee-elect Bonnie Sutton.

Secretary Sutton administered the Oath of Office to Trustee-elect Celeste Flores.

Adjournment *sine die*, (adjournment “without day”, a final adjournment that has the effect of dissolving the outgoing board)

President Beckwith moved and Trustee Arnold seconded that the meeting be adjourned *sine die*.

The motion carried on a unanimous voice vote.

Seating of New Board

- a. Election of President pro tempore, presided over by immediate past president.

President Beckwith moved and Trustee Arnold seconded to nominate Trustee Farr Capizzi as President pro tempore.

The motion carried on a unanimous voice vote.

- b. Election of Secretary pro tempore, presided over by secretary immediate past secretary.

President Pro Tempore Farr Capizzi moved and Trustee Beckwith seconded to nominate Trustee Hamilton as Secretary pro tempore.

The motion carried on a unanimous voice vote.

- c. Call to order, roll call, and determination of quorum.

President Pro tempore Farr Capizzi called the meeting to order at 7:26 p.m.

Trustees present: Arnold, Beckwith, Farr Capizzi, Flores, Hamilton, Kotsinis, and Sutton.

Election of Officers

Trustee Beckwith moved and Trustee Sutton seconded to nominate a slate as follows:

Trustee Kotsinis for President; Trustee Flores for Vice President; Trustee Beckwith for Secretary, and Trustee Farr Capizzi for Treasurer.

The motion carried on a roll call vote as follows:

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

Recess for informal acknowledgement of outgoing and incoming Trustees

President Pro Tempore Farr Capizzi moved and Trustee Hamilton seconded that the Board recess for informal acknowledgement of outgoing and incoming Trustees.

The motion carried on a unanimous voice call.

Recess at 7:28 p.m.

Meeting reconvened at 7:35 p.m.

Appointment of Chairpersons by New President

President Kotsinis appointed chairs as follows:

Finance – Chair, Treasurer Farr Capizzi

Building & Grounds – Chair, Trustee Sutton

Policy – Chair, Trustee Arnold

General & Personnel – Chair, President Kotsinis

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees.

Treasurer Farr Capizzi mentioned that the Legislative update, House Bill 2789 passed the Senate.

Executive Director's Report May 2023

Executive Director Livergood presented a written report in the packet.

Old Business

- a. FY 2023-2024 Budget update
Executive Director Livergood presented a written report in the packet.

New Business

- a. Secretary's report: Approval of minutes Regular Meeting April 18, 2023. Trustee Arnold moved and Treasurer Farr Capizzi seconded to approve the minutes of Regular Meeting April 18, 2023 as presented. The motion carried on a roll call vote as follows:
Ayes: Farr Capizzi, Arnold, Flores, Hamilton, Beckwith, Kotsinis
Abstain: Sutton

- b. Secretary's report: Approval of minutes Regular Meeting April 29, 2023. Secretary Beckwith moved and Trustee Hamilton seconded to approve the minutes of Special Meeting April 29, 2023 as presented. The motion carried on a roll call vote as follows:
Ayes: Farr Capizzi, Arnold, Flores, Hamilton, Beckwith
Abstain: Sutton, Kotsinis

- c. Signature cards for officers
President Kotsinis gave oral information at the meeting.

- d. Approval of Trustee Board Roster
Secretary Beckwith moved and Trustee Sutton seconded that the Board ratify the current Board Roster for filing as presented. The motion carried on a roll call vote as follows:
Ayes: Beckwith, Hamilton, Sutton, Arnold, Farr Capizzi, Flores, Kotsinis

e. Awarding Bid for HVAC Improvements

President Kotsinis moved and Vice President Flores seconded to award the base bid and alternates number one, two, and three for the HVAC improvements to Amber Mechanical as presented.

The motion carried on a roll call vote as follows:

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

f. Sexual Harassment Training for Newly Elected Trustees

Executive Director Livergood gave an oral information at the meeting.

g. Other potentially actionable items: Agenda items for June 2023 Regular Meeting.

- i. Ordinance for Regular Meeting Schedule for FY 2023-2024
- ii. Ordinance to Transfer Money to the Special Reserve Fund
- iii. Adoption of working Budget for FY 2023-2024
- iv. Adoption of Strategic Plan for 2023-2025
- v. Semi-annual review of closed session minutes
- vi. Board Policies:
 1. 1025 Authority of Library Trustees
 2. 3010 Hours of Operations
 3. 3031 Alcoholic Beverages
- vii. Personnel Policies:
 1. 502 Work Schedules
 2. 280 Normal Weekly Hours

Secretary Beckwith proposed that the Board create a subcommittee to review the Executive Director's evaluation survey and bring observations and suggestions for change to the Board.

Chair: Secretary Beckwith, Members: Hamilton and Sutton.

Public Forum. None.

Announcements

a. By the Chair:

- i. Upcoming calendar
 1. Library Closed Memorial Day, Monday, May 29, 2023.
 2. Next Committee of the Whole: Tuesday, June 6, 2023, 7:00 p.m.
 3. Next Regular Board Meeting: Tuesday, June 20, 2023, 7:00 p.m.

Adjournment

Trustee Sutton moved and Secretary Beckwith seconded that the meeting be adjourned.

The motion carried on a unanimous voice vote.

President Kotsinis adjourned the meeting at 8:15 p.m.

/s/Jo Beckwith
Jo Beckwith, Secretary

Approved: June 16, 2023

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