

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

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

**Regular Board Meeting  
Tuesday, June 20, 2023  
McCullough Board Room**

**Call to Order, Roll Call, and Determination of Quorum**

President Kotsinis called the Meeting to order at 7:00 p.m.

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

Trustees absent: Beckwith and Flores.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh, Smruti Savarkar and Michael Barr.

**Appointment of Secretary Pro Tempore**

Treasurer Farr Capizzi moved and Trustee Arnold seconded that the Board appoint Trustee Sutton as Secretary pro tempore at this meeting in the absence of Secretary Beckwith.

The motion carried on a roll call vote as follows:

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

Absent: Beckwith, Flores

**Pledge of Allegiance**

President Kotsinis led those present in the Pledge of Allegiance.

**Reading of Mission Statement**

President Kotsinis read the Mission Statement aloud.

**Public Comments, Correspondence and Communications.**

- a. Public Comments. None.

- b. Written:
  - i. President Kotsinis shared a letter received from the Secretary of State and State Librarian, Alexi Giannoulis.

**Consent Agenda**

- a. Secretary’s report: Approval of minutes Regular Meeting May 16, 2023
- b. Reports of Standing Committees. Committee of the Whole June 6, 2023:
  - i. Finance
  - ii. Building and Grounds
  - iii. Policy
  - iv. Summary, Personnel and General
- c. Report of Subcommittee for Executive Director’s Evaluation Survey June 6, 2023
- d. Approval of payrolls for May 2023
- e. Approval of bills payable for April 2023
- f. Patron Suggestions May 2023
- g. Approval of Board Policies
  - i. 1025 Authority of Library Trustees
  - ii. 3010 Hours of Operation
  - iii. 3031 Alcoholic Beverages

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the Consent Agenda be approved as presented.  
The motion carried on a voice vote.  
Absent: Beckwith, Flores

**President’s Report**

President Kotsinis presented a written report in the packet.  
President Kotsinis updated his report at the meeting.

**Reports of Other Trustees.**

Treasurer Farr Capizzi and Trustee Hamilton met to work on the Treasurer’s succession planning.

**Executive Director’s Report June 2023**

Executive Director Livergood presented a written report in the packet.

**Old Business**

- a. Approval of working budget FY 2023-2024

Treasurer Farr Capizzi moved and Trustee Sutton seconded that the Board approve working budget for FY 2023-2024 as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Beckwith

b. Building systems update

Executive Director Livergood presented a written report in the packet.

c. Strategic Plan update

Executive Director Livergood presented a written report in the packet.

**New Business**

a. Approval of Monthly Financial Statements for April 2023

Treasurer Farr Capizzi moved and Trustee Hamilton seconded to approve the Monthly Financial Statements for April 2023 as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Beckwith

b. Ordinance 2022/2023-7 Annual Meeting Schedule FY 23-24

Trustee Sutton moved and Trustee Arnold seconded that Ordinance 2022/2023-7 Annual Meeting Schedule FY 23-24 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Beckwith

c. Ordinance 2022/2023-8 Transfer to the Special Reserve Fund

Trustee Sutton moved and President Kotsinis seconded that Ordinance 2022/2023-8 Transfer to the Special Reserve Fund be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Beckwith

d. Semi-annual review of closed session minutes

Secretary Beckwith and Vice President Flores will present the Semi-annual review of closed minutes in the July Regular Meeting board packet.

e. Quarterly review of Executive Director Evaluation and Goals

Executive Director Livergood presented a written report in the packet.

f. Other potentially actionable items: Agenda items for July 2023 Regular Meeting.

- i. Ordinance 2023/2024-1 Building and Maintenance Tax Ordinance
- ii. Ordinance 2023/2024-2 Non-resident Library Card Program
- iii. Ordinance 2023/2024-3 Tentative Budget & Appropriation FY 23-24
- iv. Audit of Regular Meeting Minutes FY 2022-2023
- v. Adoption of Strategic Plan for 2023-2025
- vi. Semi-annual review of closed session minutes
- vii. Succession Planning
- viii. Quarterly review: Self-evaluation and Board Goals
- ix. Monthly Financial Statements for May 2023
- x. Personnel Policy 280 Normal Weekly Hours
- xi. Board Policies:
  1. 3013 Library Card
  2. 3020 Circulation
  3. 3023 Fines and Fees
  4. 4030 FOIA

### **Public Forum.**

Michael Barr congratulated Executive Director Livergood on representing WNPL and witnessing the signing of Illinois House Bill 2789 by Governor J.B. Pritzker. Mr. Barr also expressed his appreciation for the ease in following the Board Packet on the WNPL website as a complete document with included page numbers.

### **Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    1. Library Closure for Independence Day, Tuesday, July 4, 2023.
    2. Next Regular Board Meeting: Tuesday, July 18, 2023, 7:00 p.m.
    3. Next Committee of the Whole: Tuesday, August 1, 2023, 7:00 p.m.

### **Adjournment**

Trustee Sutton moved and Treasurer Farr Capizzi seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Beckwith, Flores

President Kotsinis adjourned the meeting at 7:49 p.m.

/s/Bonnie Sutton  
Bonnie Sutton, Secretary pro tempore

Approved: July 18, 2023

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