

**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, July 18, 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: Beckwith, Farr Capizzi, Kotsinis, Hamilton and Sutton.

Trustees absent: Arnold and Flores.

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

**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.** None.

Vice President Flores arrived at the meeting at 7:01 p.m.

**Consent Agenda**

- a. Approval of payrolls for June 2023
- b. Approval of bills payable for May 2023
- c. Patron Suggestions June 2023

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Arnold

## **President's Report**

President Kotsinis presented a written report in the packet.

## **Reports of Other Trustees**

Treasurer Farr Capizzi and Trustee Hamilton met with Doug Wideburg, Business Manager to review the expenditure cycle.

## **Executive Director's Report July 2023**

Executive Director Livergood presented a written report in the packet.

## **Old Business**

- a. Building System update

Executive Director Livergood presented a written report in the packet.

- b. Signage Options update

Executive Director Livergood gave an oral update at the meeting.

- c. Approval of Strategic Plan FY 2023-2025

Executive Director Livergood presented a written report in the packet.

Trustee Sutton moved and Secretary Beckwith seconded that the Board approve Strategic Plan FY 2023-2025 as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

- d. Approval Semi-annual Review of closed session minutes

Secretary Beckwith moved and Trustee Hamilton seconded that the Board approve the semi-annual review of closed session minutes as presented.

The motion carried on a voice vote.

Absent: Arnold

## **New Business**

- a. Approval of Secretary's report: Minutes Regular Meeting June 20, 2023

Trustee Sutton moved and President Kotsinis seconded to approve the Minutes of Regular Meeting June 20, 2023 as presented.

The motion carried on a roll call vote as follows:

Ayes: Sutton, Hamilton, Farr Capizzi, Kotsinis

Abstain: Beckwith, Flores

Absent: Arnold

b. Approval of Monthly Financial Statements for May 2023

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

The motion carried on a roll call vote as follows:

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

Absent: Arnold

c. Ordinance 2023/2024-1 Building and Maintenance Tax

Trustee Sutton moved and President Kotsinis seconded that Ordinance 2023/2024-1 Building and Maintenance Tax be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

d. Ordinance 2023/2024-2 Non-resident Library Card Program

President Kotsinis moved and Vice President Flores seconded that Ordinance 2023/2024-2 Non-resident Card Program be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

e. Ordinance 2023/2024-3 Tentative Budget and Appropriation Ordinance

President Kotsinis moved and Trustee Hamilton seconded that Ordinance 2023/2024-3 Tentative Budget and Appropriation Ordinance be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

f. Setting the Public Hearing for the annual Budget and Appropriation for FY23-24

President Kotsinis moved and Trustee Sutton seconded that the Public Hearing for the Annual Budget and Appropriation be set for Tuesday, September 19, 2023 at 6:45 p.m.

The motion carried on a voice vote.

Absent: Arnold

g. WNPLD Secretary's Audit of Minutes FY22-23 for 2023 IPLAR

President Kotsinis and Trustee Hamilton volunteered to audit the Secretary's Minutes FY22-23 for 2023 Illinois Public Libraries Annual Report.

h. Approval of Board Policy 3013 Library Card

President Kotsinis moved and Secretary Beckwith seconded that Board Policy 3013 Library Card be approved as amended.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

i. Approval of Board Policy 3020 Circulation

President Kotsinis moved and Secretary Beckwith seconded that Board Policy 3020 Circulation be approved as amended.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

j. Approval of Board Policy 3023 Fines and Fees

Treasurer Farr Capizzi moved and Vice President Flores seconded that Board Policy 3023 Fines and Fees be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

k. Approval of Board Policy 4030 FOIA

President Kotsinis moved and Trustee Sutton seconded that Board Policy 4030 FOIA be approved as presented amended.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

l. Other potentially actionable items: Agenda items for August 2023 Regular Meeting.

i. Monthly Financial Statements for June 2023

ii. Approval of 2023 Illinois Public Library Annual Report (IPLAR)

iii. Treasurer's Annual Report for all Receipts and Expenditures FY22-23

iv. Annual Audit of WNPL Financial Statements Information

v. Board Policies TBD

**Public Forum.**

Mike Barr gave his point of view on the Strategic Plan for FY23-25.

**Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    - 1. Next Committee of the Whole Meeting: Tuesday, August 1, 2023, 7:00 p.m.
    - 2. WNPL Decennial Committee on Local Government Efficiency, August 1, 2023, 7:00 p.m.
    - 3. Gurnee Days Celebration, Saturday, August 12 and Sunday, August 13, 2023,
    - 4. Friends of the Library Meeting Book Sale, August 12, 2023, 10:00 a.m. – 3:00 p.m.
    - 5. Next Regular Meeting: Tuesday, August 15, 2023, 7:00 p.m.
    - 6. Friends of the Library Meeting, Thursday, August 24, 2023, 1:00 p.m.
    - 7. Library After Dark Fundraising event, Saturday, October 7, 2023, 7:00 p.m.
  
- b. By other trustees or the director
 

Vice President Flores announced that she invited Elected Officials to attend the Back-to-School Community Event on July 29, 2023.

**Adjournment**

Treasurer Farr Capizzi moved and President Kotsinis seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Arnold

President Kotsinis adjourned the meeting at 7:57 p.m.

/s/Jo Beckwith  
Jo Beckwith, Secretary

Approved: August 15, 2023

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