

**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, August 15, 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, Beckwith, Farr Capizzi, Kotsinis, and Sutton.

Trustees absent: Flores and Hamilton.

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

**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. Invitation to the Smith Printing 50 years Open House celebration to the Board of Trustees.
  - ii. “Obama appears in Kankakee library video to focus on ending book bans” newspaper article from the Chicago Tribune.

**Consent Agenda**

- a. Approval of Secretary’s report: Minutes of Regular Meeting July 18, 2023
- b. Report of Standing Committees:
  - i. Decennial Committee in Local Government Efficiency, August 1, 2023

- ii. Committee of the Whole August 1, 2023
  - 1. Finance
  - 2. Building and Grounds
  - 3. Summary and General
- c. Monthly Financial Statements for June 2023
- d. Approval of payrolls for July 2023
- e. Approval of bills payable for June 2023
- f. Patron Suggestions July 2023

President Kotsinis removed item a, and b. ii. 3. from the Consent Agenda.

Secretary Beckwith moved and Trustee Arnold seconded that the Consent Agenda be approved as amended.

The motion carried on a voice vote.

Absent: Flores, Hamilton

#### **Items(s) removed from Consent Agenda**

President Kotsinis moved and Secretary Beckwith seconded to approve the Secretary's report: Minutes of Regular Meeting July 18, 2023 as amended.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Sutton, Farr Capizzi, Kotsinis

Abstain: Arnold

Absent: Flores, Hamilton

President Kotsinis moved and Trustee Sutton seconded to approve Committee of the Whole Summary and General August 1, 2023 as amended.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Hamilton

#### **President's Report**

President Kotsinis presented a written report in the packet.

#### **Reports of Other Trustees**

Treasurer Farr Capizzi recently met with Executive Director Ryan Livergood and Business Manager Doug Wideburg to consider WNPL investment options.

#### **Executive Director's Report August 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. Quiet Reading Room update  
Executive Director Livergood gave an oral update at the meeting.
- c. WNPL Investments Options  
Executive Director Livergood gave an oral update at the meeting.

## **New Business**

a. 2023 Illinois Public Libraries Annual Report (IPLAR)  
Secretary Beckwith moved and Treasurer Farr Capizzi seconded to approve the 2023 Illinois Public Libraries Annual Report (IPLAR) to be submitted to the Office of the Illinois Secretary of State pursuant to Law.

The motion carried on a roll call vote as follows:

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

Absent: Hamilton, Flores

b. Building Closure for Rooftop Unit Installation  
Trustee Sutton moved and Secretary Beckwith seconded that the main Library be closed to the public from Monday, November 27, to Wednesday, December 13, in order to safely complete the building systems project.

The motion carried on a roll call vote as follows:

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

Absent: Hamilton, Flores

- c. WNPL Annual Audit  
Executive Director Livergood gave an oral update at the meeting.
- d. Other potentially actionable items: Agenda items for September 2023 Regular Meeting.
  - i. Monthly Financial Statements for July 2023
  - ii. Annual Budget and Appropriation Ordinance
  - iii. Proclamation Friends of the Library Week Resolution
  - iv. Board Policies
    1. 1053 Recording Board Meetings
    2. 3023 Fines and Fees
    3. 3055 Display and Literature Distribution
  - v. Personnel Policies
    1. 280 Normal Weekly Hours
    2. 303 Vacation Benefits
  - vi. Quarterly Review of Executive Director Evaluation and Goals

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    - 1. Friends of the Library Meeting, Thursday, August 24, 2023, 1:00 p.m.
    - 2. Next Committee of the Whole Meeting: Tuesday, September 5, 2023, 7:00 p.m.
    - 3. Next Regular Meeting: Tuesday, September 19, 2023, 7:00 p.m.

**Adjournment**

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Flores, Hamilton

President Kotsinis adjourned the meeting at 7:31 p.m.

/s/Jo Beckwith  
Jo Beckwith, Secretary

Approved: September 19, 2023

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