

**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, September 19, 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, Flores, Kotsinis, Hamilton and Sutton.

Trustees absent: Arnold.

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

**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. Memoranda from legal counsel. None.
  - ii. Correspondence from the City of Waukegan, Department of Planning and Zoning.
  - iii. Correspondence from a Gurnee resident interested in having a puzzle exchange in the library.

## **Consent Agenda**

- a. Report of Standing Committees. Committee of the Whole September 5, 2023
  - i. Finance
  - ii. Building and Grounds
  - iii. Policy
  - iv. Summary, General and Personnel
- b. Monthly Financial Statements for July 2023
- c. Approval of payrolls for August 2023
- d. Approval of bills payable for July 2023
- e. Patron Suggestions August 2023
- f. Approval of Board Policy 3055 Display and Literature Distribution

Secretary Beckwith moved and Trustee Hamilton 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.** None.

## **Executive Director's Report September 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, Ribbon Cutting Ceremony  
Executive Director Livergood gave an oral update at the meeting.

## **New Business**

- a. Approval of Secretary's report: Minutes of Regular Meeting August 15, 2023

Trustee Sutton moved and Treasurer Farr Capizzi seconded that the minutes of Regular Meeting August 15, 2023, be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Farr Capizzi, Sutton, Kotsinis

Abstain: Flores, Hamilton

Absent: Arnold

b. Approval of Board Policy 1053 Recording Board Meetings.

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Board remove Policy 1053 Recording Board Meetings from Board Policies.

The motion fails on a roll call vote as follows:

Ayes: Farr Capizzi

Nays: Flores, Hamilton, Beckwith, Sutton, Kotsinis

Absent: Arnold

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that Board Policy 1053 Recording Board Meetings be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

c. Ordinance 2023/2024-4 Budget & Appropriation for FY23-24

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that Ordinance 2023/2024-4 Budget & Appropriation for FY23-24 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

d. Resolution 2023/2024-1 Proclamation National Friends of the Library Week

Treasurer Farr Capizzi moved and Vice President Flores seconded that Resolution 2023/2024-1 Proclamation National Friends of the Library Week be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

e. Approval of Library Closure for the Warren Township High School Homecoming Parade

Secretary Beckwith moved and Trustee Sutton seconded that the Board approve the library closure on Saturday, September 30, from 9:00 a.m. to 10:30 am for the Warren Township High School Homecoming Parade.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

f. Quarterly review of Executive Director Evaluation and Goals

Executive Director Livergood presented a written report in the packet.

g. Other potentially actionable items: Agenda items for October 2023

Regular Meeting.

- i. Monthly Financial Statements for August 2023
- ii. Resolution to Determine the Estimate of Funds Needed for FY 23-24
- iii. Annual Audit update
- iv. Quarterly Review of Executive Director Evaluation and Goals
- v. Board of Trustees Quarterly Review: Self Evaluation and Goals
- vi. Per Capita & Equalization Aid Grant Application requirements
- vii. Board Policies
  - 1. 2013 Audit
  - 2. 2020 Expandable Trust Fund
  - 3. 2030 Fixed Asset Inventory and Depreciation
- viii. Personnel Policies
  - 1. 280 Normal Weekly Hours
  - 2. 303 Vacation Benefits

**Public Forum.**

Mike Barr had two comments. First about CCS, he listened into random conversations where there were some issues with transition to CCS, but the staff proved to be well informed to help. Also, Mike appreciated all the library staff for being patient with the bomb threats.

**Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    - 1. Library Closed for Warren Township High School Homecoming Parade, Saturday, September 30, from 9:00 – 10:30 a.m.
    - 2. Next Decennial Committee and Committee of the Whole Meeting: Tuesday, October 3, 2023, 7:00 p.m.
    - 3. Library After Dark fundraising event: October 7, 2023, 7:00 – 9:00 p.m.
    - 4. Next Regular Meeting: Tuesday, October 17, 2023, 7:00 p.m.
    - 5. ILA Annual Conference: Thursday, October 26, 2023.
    - 6. Friends of the Library Meeting, October 26, 2023, 1:00 – 2:00 p.m.
- b. By other trustees or the director
 

Board Trustees will put together a raffle basket to donate for the Library After Dark fundraising event.

Vice President Flores had two announcements: the newsletter Inside Angle is always pretty. She appreciates all the programming and activities for the Hispanic Heritage Month being promoted in Spanish as much as possible.

Also, Vice President Flores recommended a new Coffee shop called *Drip and Culture Socially Minded* inside the Gonzalez Supermarket in

Waukegan Illinois. A portion of the profits will be donated to Mano a Mano.

**Adjournment**

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

The motion carried on a voice vote.

Absent: Arnold

President Kotsinis adjourned the meeting at 8:00 p.m.

*/s/Jo Beckwith*

Jo Beckwith, Secretary

Approved: October 17, 2023

*/s/Celia G. Ornelas*

Celia G. Ornelas, Recording Secretary