

To enrich, empower, and enlighten the people of the Warren-Newport Public Library District. — Mission statement approved by the Board of Trustees, July 18, 2023.

**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, October 17, 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, Flores, Kotsinis, Hamilton and Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, 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. Memoranda from legal counsel. None.
 - ii. Chicago Tribune Article from Heidi Stevens: “Stop pretending book bans are about sex”.

Consent Agenda

- a. Report of Standing Committees. Committee of the Whole October 3, 2023:
 - i. Finance

- ii. Building and Grounds
 - iii. Policy
 - iv. Summary, General and Personnel
 - b. Monthly Financial Statements for August 2023
 - c. Approval of payrolls for September 2023
 - d. Approval of bills payable for August 2023
 - e. Patron Suggestions September 2023
 - f. Approval of Board Policies:
 - i. 2013 Audit
 - ii. 2020 Expendable Trust Fund
 - iii. 2030 Fixed Asset Inventory and Depreciation
- Secretary Beckwith moved and Vice President Flores seconded that the Consent Agenda be approved as presented.
The motion carried on a unanimous voice vote.

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees

Secretary Beckwith reported that the Library After Dark event on Saturday, October 7, 2023, was a blast. Other trustees agreed.

Executive Director's Report October 2023

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Building System update
Executive Director Livergood gave an oral update at the meeting.
- b. Mobile Services Vehicle update
Executive Director Livergood gave an oral update at the meeting.
- c. Signage option update
Executive Director Livergood had no updates.

New Business

- a. Approval of Secretary's report:
 - i. Minutes of Public Hearing Budget & Appropriation FY 23-24
 - ii. Minutes of Regular Meeting September 19, 2023

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the minutes of Public Hearing B&A FY23-24 and Regular Meeting September 19, 2023, be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Arnold

- b. Resolution 2023/2024-2 To Determine the Estimate of Funds Needed for FY2023-2024

Vice President Flores moved and Treasurer Farr Capizzi seconded that Resolution 2023/2024-2 To Determine the Estimate of Funds Needed for FY2023-2024 be approved as presented.

The motion carried on a roll call vote as follows:

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

- c. Afterschool Activity at WNPL

Executive Director Livergood presented a written report in the packet.

- d. Policy 3053 Study Rooms

Trustee Arnold moved and Secretary Beckwith seconded that Policy 3053 Study Rooms be approved as presented.

The motion carried on a roll call vote as follows:

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

- e. Per Capita & Equalization Aid Grant Application requirements

Executive Director Livergood presented a written report in the packet.

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

- i. Presentation of Annual Audit for FY22-23
- ii. Monthly Financial Statements for September 2023
- iii. Ordinance 2023/2024-5 Annual Levy for FY 23-24
- iv. Per Capita & Equalization Aid Grant Application requirements
- v. Year-end bonus for staff
- vi. WNPL Strategic Plan 2023-2025 update
- vii. Board Policies
 - 1. 3020 Circulation
 - 2. 3053 Study Rooms
- viii. Personnel Policies
 - 1. 280 Normal Weekly Hours
 - 2. 303 Vacation Benefits

Announcements

a. By the Chair:

i. Upcoming calendar

- 1. Friends of the Library Meeting, October 26, 2023, 1:00 – 2:00 p.m.
- 2. Special Board Meeting: Tuesday, November 7, 2023, 6:45 p.m.
- 3. Next Committee of the Whole Meeting: Tuesday, November 7, 2023, 7:00 p.m.
- 4. Next Regular Meeting: Tuesday, November 21, 2023, 7:00 p.m.
- 5. Library Closed for Thanksgiving Day, Thursday, November 23, 2023.
- 6. Library Closed/Limited Service for Rooftop Unit Installation from November 27 – December 10, 2023.

Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of a specific employee of the public body

President Kotsinis moved and Trustee Sutton seconded that the Board enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of the Executive Director.

The motion carried on a unanimous voice vote.

Executive session started at 7:59 p.m.

Reconvene Regular Meeting

Regular Meeting reconvened at 8:42 p.m.

Public Forum. None.

Adjournment

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

The motion carried on a unanimous voice vote.

President Kotsinis adjourned the meeting at 8:43 p.m.

/s/Jo Beckwith

Jo Beckwith, Secretary

Approved: November 21, 2023

/s/Celia G. Ornelas

Celia G. Ornelas, Recording Secretary