

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, November 21, 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, Smruti Savarkar, Doug Wideburg and Scott Krininger.

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.

- a. Public Comments. None.
- b. Vice President Flores was invited an event where Senator Adrienne Johnson, presented the 30 Wonders of the 30th District where Public Libraries were included in those Wonders.

Presentation of Audited Financial Statements by ATA Group LLP for FY ended June 30, 2023

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Board approve the Financial Statements for FY ended June 30, 2023 as audited by ATA Group LLP as presented.

The motion carried on a roll call as follows:

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

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Consent Agenda

- a. Approval of Secretary's reports:
 - i. Minutes of Regular Meeting October 2023
 - ii. Executive Session Minutes October 17, 2023 to remain closed to the public
- b. Monthly Financial Statements for September 2023
- c. Approval of payrolls for October 2023
- d. Approval of bills payable for September 2023
- e. Patron Suggestions October 2023
- f. Approval of Board Policies:
 - i. 3020 Circulation
 - ii. 3053 Study Rooms

Trustee Arnold moved and Vice President Flores seconded that the Consent Agenda be approved as presented.
The motion carried on a voice vote.

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report November 2023

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Building Systems Update
Executive Director Livergood gave an oral update at the meeting.

- b. Mobile Services Vehicle Update

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Library has complied with Policy 2025 Purchasing (Bids/Quotes) for purchasing a Mobile Services Vehicle and receiving no response, the Board authorize staff to spend up to \$30,000 at an area car dealership to purchase a vehicle.

The motion carried on a roll call vote as follows:

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

- c. Window Signage Update

Executive Director Livergood gave an oral update at the meeting.

New Business

- a. Approval of Secretary's Report: Minutes of Special Meeting November 7, 2023.

Trustee Hamilton moved and Trustee Sutton seconded that the Board approve Minutes of Special Meeting November 7, 2023, as presented.

The motion carried on a roll call vote as follows:

Ayes: Sutton, Flores, Arnold, Beckwith, Kotsinis

Abstain: Hamilton, Farr Capizzi

- b. Reports of Standing Committees. Committee of the Whole November 7, 2023.
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, General and Personnel

Trustee Sutton moved and Vice President Flores seconded that Board approve the Reports of Committee of the Whole November 7, 2023 as amended.

The motion carried on a roll call vote as follows:

Ayes: Flores, Sutton, Beckwith, Arnold, Kotsinis

Abstain: Farr Capizzi, Hamilton

- c. Ordinance 2023/2024-5 Annual Levy for FY 23-24

Secretary Beckwith moved and Trustee Hamilton seconded that Board approve Ordinance 2023/2024-5 Annual Levy for FY 23-24 as presented.

The motion carried on a call vote as follows:

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

- d. Year-end Bonus for Staff

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that Board approve celebrate WNPL's wonderful Library staff for their service to our community and that we acknowledge their excellent work with the staff bonus of \$50.00 included in the current budget prior to December 31, 2023.

The motion carried on a call vote as follows:

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

- e. Transfer of Funds from Corporate Fund to Bond Fund

Trustee Arnold moved and Trustee Sutton seconded that Board approve a transfer of \$650,250 from the Corporate Fund to the Bond Fund.

The motion carried on a call vote as follows:

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

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

- i. Treasurer’s Report of Annual Receipts and Disbursements
- ii. Monthly Financial Statements for October 2023
- iii. Semi-Annual review of closed Session Minutes
- iv. Per Capita & Equalization Aid Grant Application requirements
- v. WNPL Strategic Plan2023-2025 update
- vi. Board Policy 2040 Wage Scale
- vii. Personnel Policies
 1. 280 Normal Weekly Hours
 2. 303 Vacation Benefits
 3. 304 Paid Leave Act

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 1. Library Closed at 5:00 p.m. on Wednesday, November 22, 2023.
 2. Library Closed for Thanksgiving Day, Thursday, November 23, 2023.
 3. Library Closed/Limited Service for Rooftop Unit Installation from November 27 – December 10, 2023.
 4. Next Committee of the Whole Meeting: Tuesday, December 5, 2023, 7:00 p.m., Meeting Room A.
 5. 2023 North Suburban and Chicago Library Legislative Breakfast, Tuesday, December 5, 2023, 8:00 a. am – 10:00 a. m., Hilton Chicago/Northbrook.
 6. Next Regular Meeting: Tuesday, December 12, 2023, 7:00 p.m., McCullough Board Room.

Adjournment

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

The motion carried on a unanimous voice vote.

President Kotsinis adjourned the meeting at 8:05 p.m.

/s/Jo Beckwith

Jo Beckwith, Secretary

Approved: December 12, 2023

/s/Celia G. Ornelas

Celia G. Ornelas, Recording Secretary

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