

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, January 16, 2024
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, Mike Barr, Smruti Savarkar and Rebekah Raleigh.

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. Congratulations card on the 50th Anniversary of Warren-Newport Public Library from the White House.
 - iii. Thank you card to the Trustees from the Communications Department.

Consent Agenda

- a. Approval of Secretary's reports:
 - i. Minutes of Regular Meeting December 12, 2023

- ii. Minutes of Executive Session December 12, 2023 to remain closed to the public
 - b. Approval of payrolls for December 2023
 - c. Approval of bills payable for November 2023
- Trustee Hamilton moved and Secretary Beckwith 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. None.

Executive Director's Report December 2023

Executive Director Livergood presented a written report in the packet.
Executive Director Livergood presented the circulation statistics report at the meeting.

Old Business

- a. Mobile service vehicle purchase update
Executive Director Livergood gave an oral update at the meeting.
- b. Building Systems Update
Executive Director Livergood gave an oral update at the meeting.
- c. Approval of Semi-annual Review of Closed Executive Session Minutes and Recordings.

Trustee Sutton moved and Secretary Beckwith seconded that the Board approve the Semi-annual Review of Closed Executive Session Minutes and Recording for the second half of 2023 as presented.

The motion carried on a roll call vote as follows:

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

- d. Approval of amendment to Semi-annual Review of Closed Executive Session Minutes and Recordings from July 18, 2023.

Secretary Beckwith moved and Trustee Sutton seconded that the Board approve the amendment to Semi-annual Review of Closed Executive Session Minutes and Recording from July 18, 2023 as presented.

The motion carried on a roll call vote as follows:

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

New Business

a. Monthly Financial Statements for November 2023

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the Monthly Financial Statements for November 2023 be approved as presented.

The motion carried on a roll call vote as follows:

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

b. Ordinance 2023/2024-6 Tax Abatement for Debt Service

Treasurer Farr Capizzi moved and Trustee Sutton seconded that the Board approve Ordinance 2023/2024-6 Tax Abatement for Debt Service for the year 2023 as presented.

The motion carried on a roll call vote as follows:

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

c. Per Capita & Equalization Aid Grant Application

Secretary Beckwith moved and Trustee Arnold seconded that the Board approve the 2024 Per Capita and Equalization Aid Grant application as presented.

The motion carried on a roll call vote as follows:

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

d. Approval of Board Policies:

i. 1003 Electronic Participation at Meetings

Trustee Sutton moved and Trustee Hamilton seconded that the Board approve Policy 1003 Electronic Participation at Meetings as presented.

The motion carried on a unanimous voice vote.

ii. 4045 Social Media

Vice President Flores moved and Trustee Sutton seconded that the Board approve the Treasurer's Report of Annual Receipts and Disbursements for FY 22-23 as presented.

The motion carried on a unanimous voice vote.

e. WNPL Strategic Plan 2023-2025 update

Executive Director Livergood presented a written report in the packet.

f. WNPL Budget Timeline for FY 2024-2025 budget

Executive Director Livergood presented a written report in the packet.

g. Fundraising update

Executive Director Livergood gave an oral update at the meeting.

h. Membership renewals for Trustees

Trustee Sutton will be registered for American Library Association and United for Libraries memberships for the year 2024.

Trustee Arnold will be registered for Illinois Library Association for the year 2024.

- i. Other potentially actionable items: Agenda items for February 2024 Regular Meeting.
 - i. Annual Self-evaluation and Goals
 - ii. Initial overview of potential capital projects for FY 24-25
 - iii. Bookmobile update
 - iv. Makerspace update
 - v. Board Policy 1010 Trustee Code of Ethics and Behavior
 - vi. Personnel Policy 308 Time Off to Vote

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Friends of the Library Meeting January 25, 2024, 1:00 p.m.
 - 2. Next Committee of the Whole Meeting: Tuesday, February 6, 2024, 7:00 p.m.
 - 3. Next Regular Meeting: Tuesday, February 20, 2024, 7:00 p.m.

Adjournment

Secretary Beckwith moved and Trustee Arnold seconded that the meeting be adjourned.

The motion carried on a unanimous voice vote.

President Kotsinis adjourned the meeting at 7:40 p.m.

/s/Jo Beckwith
Jo Beckwith, Secretary

Approved: February 20, 2024

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