

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, February 20, 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, Kotsinis, Hamilton and Sutton.

Trustees absent: Flores.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh, Smruti Savarkar, Mike Barr, Paul Mattews, Travis Mattews, Korryn Hill, Walter Jackson, TS Quill and David Nannini.

**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.

**Consent Agenda**

- a. Approval of Secretary's reports: Minutes of Regular Meeting January 16, 2024
- b. Reports of Standing Committees
  - i. Decennial Committee in Local Government Efficiency, February 6, 2024
  - ii. Committee of the Whole February 6, 2024:
    1. Financial. Report was presented at the meeting.

2. Building and Grounds
3. Policy
4. Summary, Personnel and General
- c. Monthly Financial Statements for December 2023
- d. Approval of payrolls for January 2024
- e. Approval of bills payable for December 2023
- f. Patron Suggestions January 2024
- g. Approval of Personnel Policies:
  - i. 308 Voting Leave
  - ii. 309 Bereavement Leave

Trustee Hamilton moved and Secretary Beckwith seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Flores

### **President's Report**

President Kotsinis presented a written report in the packet.

**Reports of Other Trustees.** None.

### **Executive Director's Report February 2024**

Executive Director Livergood presented a written report in the packet.

### **Old Business**

- a. Automated Materials Handling System Update  
Executive Director Livergood gave an oral update at the meeting.

### **New Business**

a. Approval of Board Policy 1010 Trustee Code of Ethics and Behavior  
Trustee Arnold moved and Secretary Beckwith seconded that Board Policy 1010 Trustee Code of Ethics and Behavior be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores

b. Approval of Personnel Policy 311 Jury Duty and Witness Duty Leave  
Treasurer Farr Capizzi moved and Trustee Arnold seconded that Personnel Policy 311 Jury Duty and Witness Duty Leave be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores

c. Elimination of Policy 312 Witness Duty

Trustee Sutton moved and Trustee Hamilton seconded that Personnel Policy 312 Witness Duty be eliminated.

The motion carried on a roll call vote as follows:

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

Absent: Flores

d. Makerspace Update

Treasurer Farr Capizzi moved and Trustee Sutton seconded that the Board allocate the \$5,000 Budgeted in FY 2023-2024 for the Mobile Services Office Remodel to the Makerspace project, in addition to allocating the \$2,946 remaining raised during the Bikers for Books fundraiser to the Makerspace project.

The motion carried on a roll call vote as follows:

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

Absent: Flores

e. Other potentially actionable items: Agenda items for March 2024 Regular Meeting.

- i. Financial Statements for January 2024
- ii. Board training and self-development: Ready, Set, Advocate Module One
- iii. Capital projects for FY 24-25
- iv. Executive Director quarterly review-evaluation and goals
- v. Board Policies
  1. 1030 Board and Executive Director Responsibilities
  2. 4040 Identity Protection
- vi. Personnel Policies
  1. 306 Worker's Compensation Insurance
  2. 307 Sick Leave Benefits
- vii. Automated Materials Handling System

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    - 1. Friends of the Library Meeting February 22, 2024, 1:00 p.m.
    - 2. Next Committee of the Whole Meeting: Tuesday, March 5, 2024, 7:00 p.m.
    - 3. Freedom of Information Day, Saturday, March 16, 2024
    - 4. Next Regular Meeting: Tuesday, March 19, 2024, 7:00 p.m.

**Adjournment**

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

The motion carried on a voice vote.

Absent: Flores

President Kotsinis adjourned the meeting at 7:25 p.m.

*/s/Jo Beckwith*  
Jo Beckwith, Secretary

Approved: March 19, 2024

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