

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, March 19, 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, Flores, Kotsinis, Hamilton and Sutton.

Trustees absent: Farr Capizzi.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh 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.

Treasurer Farr Capizzi arrived at 7:01 p.m.

Public Comments, Correspondence and Communications. None.

Consent Agenda

- a. Monthly Financial Statements for January 2024
- b. Approval of payrolls for February 2024
- c. Approval of bills payable for January 2024
- d. Patron Suggestions February 2024
- e. Approval of Board Policies:
 - i. 1030 Board and Executive Director Responsibilities
 - ii. 4040 Identity Protection

- f. Approval of Personnel Policies:
 - i. 306 Worker’s Compensation Insurance
 - ii. 307 Sick Leave Benefits

Secretary Beckwith moved and Trustee Arnold 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

Treasurer Farr Capizzi communicated that she and her son had the opportunity to tour the Milwaukee Public Library.

Trustee Flores shared that the Waukegan Public Library will have a Library After Hours: 125th Birthday Celebration Fundraiser on April 10, 2024.

Executive Director’s Report March 2024

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Automated Materials Handling System contract award
Executive Director Livergood gave an oral update.

President Kotsinis moved and Secretary Beckwith seconded that the Board awards the Automated Materials Handling System Contract to Lyngsoe Systems as presented.

The motion carried on a roll call vote as follows:

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

- b. Staff Recognition Program Rollout

Executive Director Livergood presented a written report in the packet.

New Business

- a. Approval of Secretary’s reports: Minutes of Regular Meeting February 20, 2024, be approved as presented.

Treasurer Farr Capizzi moved and Trustee Arnold seconded that the Secretary’s report: Minutes of Regular Meeting February 20, 2024, be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Sutton, Flores

- b. Reports of Standing Committees. Committee of the Whole March 5, 2024:
 - i. Finance. Report presented at the meeting.
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General

Trustee Hamilton moved and Secretary Beckwith seconded that the Reports of Committee of the Whole March 5, 2024, be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Sutton, Flores

- c. Executive Director review – evaluation and goals
Executive Director Livergood presented a written report in the packet.
- d. Other potentially actionable items: Agenda items for April 2024 Regular Meeting.
 - i. Decennial Committee report
 - ii. Financial Statements for February 2024
 - iii. Initial presentation of budget draft
 - iv. Board quarterly self-evaluation and goals
 - v. 2023-2025 WNPL Strategic Plan update
 - vi. Bookmobile update
 - vii. Window signage update
 - viii. Service model transition for Mobile Services update
 - ix. Board Policies
 - 1. 3020 Circulation
 - 2. 3030 Programming
 - x. Personnel Policies
 - 1. 316 Health Insurance
 - 2. 317 Life Insurance
 - 3. 319 Disability Benefits Plans
 - 4. Policy Staff Recognition

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Library Closed Easter Sunday, March 31, 2024
 - 2. Decennial Committee, Tuesday, April 2, 2024, 7:00 p.m.
 - 3. Committee of the Whole Meeting: Tuesday, April 2, 2024, 7:00 p.m.
 - 4. Next Regular Meeting: Tuesday, April 16, 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.

President Kotsinis adjourned the meeting at 7:50 p.m.

/s/ Jo Beckwith

Jo Beckwith, Secretary

Approved: April 16, 2024

/s/ Celia G. Ornelas

Celia G. Ornelas, Recording Secretary