

**Warren-Newport Public Library District  
Lake County, Illinois  
Board of Trustees**

Jo Beckwith, President  
Tom Colwell, Vice President  
Andrea Farr Capizzi, Treasurer  
Nancy Sheldon, Secretary

Robert H. Diehl, Sr.  
George Kotsinis  
Sue Niemi

**Regular Board Meeting  
Tuesday, December 20, 2016  
McCullough Room**

**Call to Order, Roll Call, and Determination of Quorum**

President Beckwith called the meeting to order at 7:00 p.m.

Trustees present: Beckwith, Colwell, Farr Capizzi, Kotsinis, Niemi, and Sheldon  
Trustees absent: Diehl

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Jan Marsh, and Kevin Getty.

**Pledge of Allegiance**

President Beckwith led those present in the Pledge of Allegiance.

**Reading of Mission Statement**

President Beckwith read the Mission Statement aloud.

**Safety Instructions**

Security Monitor Will August gave safety instructions.

**Consent Agenda**

- a. Secretary's Report. Approval of minutes as received or corrected:
  - i. Regular meeting of November 15, 2016.
  - ii. Executive Session of November 15, 2016, to remain closed to the public.
- b. Monthly Financial Report for October 2016.
- c. Approval of payrolls for November 2016.
- d. Approval of bills payable for December 2016.
- e. Approval of Personnel Policy 512 Business Travel Expenses.
- f. Patron suggestions from November 2016.

Secretary Sheldon removed item a.i. from the Consent Agenda.

Trustee Niemi moved and Secretary Sheldon seconded to accept items a.ii through f. of the Consent Agenda.

The motion carried on a voice vote.

Absent: Diehl

### **Items(s) removed from Consent Agenda**

Secretary Sheldon moved and President Beckwith seconded that the Minutes of the Regular Board Meeting of November 15, 2016, be tabled until the January Regular Board Meeting.

The motion carried on a voice vote.

Absent: Diehl

### **President's Report**

President Beckwith presented a written report in the packet.

**Reports of Other Trustees.** None.

### **Correspondence, Communications, and Public Comments**

a. Written:

- i. Memoranda from Roger Ritzman, legal counsel. Information on the need for a public recital of the nature of the matter being considered prior to taking any action.

Executive Director Livergood gave an explanation of the requirements of the Open Meeting Act.

- ii. Other.

Thank You letter from Author Mary Alice Monroe to Debbie Hoffman, Adult Services Librarian, and the Warren-Newport Public Library for making the national release of her novel, "A Lowcountry Christmas" a meaningful success.

Thank You Cards from WNPL staff to the Board of Trustees for the holiday bonus.

b. Public comments. None.

### **Executive Director's Report for December 2016**

Executive Director Livergood presented a written report in the packet.

## **Committee and Advisory Group Reports**

- a. Committee of the Whole – Meeting of December 6, 2016
  - i. General
  - ii. Finance
  - iii. Building and Grounds
  - iv. Policy
  - v. Personnel

## **New Business**

- a. Policy 3015 Materials Selection.

Trustee Kotsinis moved and President Beckwith seconded that that Board Policy 3015 Materials Selection be approved as amended.

The motion carried on a voice vote.

Absent: Diehl

- b. Requirements for Per Capita Grant for fiscal year 2017.

Executive Director Livergood gave an oral report.

- c. Submission of application for Illinois Public Library Per Capita Grant for fiscal year 2017.

Treasurer Farr Capizzi moved and Trustee Kotsinis seconded that the Application for the Illinois Public Library Per Capita Grant for Fiscal Year 2017 be submitted.

The motion carried on a roll call vote as follows:

Ayes: Farr Capizzi, Colwell, Niemi, Kotsinis, Sheldon, Beckwith

Absent: Diehl

- d. Other potentially actionable items: Agenda items for January 2017 regular meeting.

- i. Bond Levy Abatement Ordinance
- ii. Appointment of Board Self-Evaluation Committee
- iii. Midyear Financial Report
- iv. Semi-annual review of closed minutes
- v. Other

- e. Treasurer Farr Capizzi thanked Jan Marsh, Head of Public Relations and Graphics, for her 25 years of work at WNPL.

### **Enter into Executive Session to Review the Performance of a Specific Employee**

Treasurer Farr Capizzi moved and Secretary Sheldon seconded that the Board enter into Executive Session to discuss performance of the Executive Director 5 ILCS 120/2(c)(1).

The motion carried on a roll call vote as follows:

Ayes: Sheldon, Niemi, Farr Capizzi, Colwell, Kotsinis, Beckwith

Absent: Diehl

Executive Session started at 7:35 p.m.

Executive Director Livergood entered Executive Session at 7:50 p.m.

### **Reconvene Regular Meeting**

Open Session of the Regular Meeting reconvened at 7:58 p.m.

### **Motion as a result of Executive Session**

Trustee Kotsinis moved and President Beckwith seconded that the Board accept Executive Director Livergood's performance review and evaluation and increase compensation of the Executive Director to \$125,000 beginning January 1, 2017.

The motion carried on a roll call vote as follows:

Ayes: Sheldon, Niemi, Farr Capizzi, Colwell, Kotsinis, Beckwith

Absent: Diehl

**Public Forum.** None.

### **Announcements**

- a. By the chair: Communications to the public. None.
  - i. Upcoming calendar
    1. Next Regular board meeting: Tuesday, January 17, 2017, 7:00 p.m.
    2. Next Committee of the Whole: Tuesday, January 3, 2017, 7:00 p.m.
- b. By other Trustees or the Executive Director. None.

### **Adjournment**

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

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 8:01 p.m.

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Nancy Sheldon, Secretary

Approved: \_\_\_\_\_

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Celia Ornelas, Recording Secretary