

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

Jo Beckwith, President	Robert H. Diehl, Sr.
Tom Colwell, Vice President	George Kotsinis
Andrea Farr Capizzi, Treasurer	Sue Niemi
Nancy Sheldon, Secretary	

**Regular Board Meeting  
Tuesday, January 17, 2017  
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, Farr Capizzi, Kotsinis, Niemi, and Sheldon  
Trustees absent: Colwell and Diehl

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Kathleen Kettman, Bonnie Sutton, Anne Linsdau, Kevin Getty, and Noreen Reese.

**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 Andre Harris gave safety instructions.

**Consent Agenda**

- a. Secretary's Report. Approval of minutes:
  - i. Regular meeting of November 15, 2016.
  - ii. Regular meeting of December 20, 2016.
  - iii. Executive Session of December 20, 2016, to remain closed to the public.
- b. Monthly Financial Report for November 2016.
- c. Approval of payrolls for December 2016.
- d. Approval of bills payable for January 2017.

- e. Patron suggestions from December 2016.
- f. Approval of Board policies:
  - i. 1020 Conflict of Interest.
  - ii. 1025 Authority of Library Trustees.
- g. Approval of Personnel Policy 201 Employment categories.

Trustee Niemi moved and President Beckwith seconded to accept the Consent Agenda as presented.

The motion carried on a voice vote.

Absent: Diehl, Colwell

### **President's Report**

President Beckwith presented a written report in the packet. She also passed among the Board a copy of the orientation letter she sent to the Trustee candidates in the April 2017 Consolidated Election.

**Reports of Other Trustees.** None.

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

- a. Written:
  - i. Thank You Cards from WNPL staff to the Board of Trustees for the holiday bonus.
- b. Public comments. None.

### **Executive Director's Report for January 2017**

Executive Director Livergood presented a written report in the packet. Executive Director Livergood gave an update to the Monthly Circulation Statistics included in his report.

### **Committee and Advisory Group Reports**

- a. Committee of the Whole – Meeting of January 3, 2017
  - i. General; Personnel
  - ii. Finance
  - iii. Building and Grounds
  - iv. Policy

## **Unfinished Business**

### a. Banking Fee update.

Executive Director Livergood gave an oral update.

### b. Semi-annual review of closed minutes.

Trustee Niemi moved and President Beckwith seconded to accept the semi-annual review of Executive Session minutes which occurred on December 20, 2016.

The motion carried on a voice vote.

Absent: Colwell, Diehl

### c. Fundraising update.

Executive Director Livergood gave an oral update. Bingo in the Books will be held Friday, April 28.

## **New Business**

### a. Ordinance 2016/2017-8 Abatement of Levy for debt service.

Secretary Sheldon moved and Trustee Niemi seconded that that Board adopt Ordinance 2016/2017-8 of Levy for Abatement Debt Service 2016.

The motion carried on a roll call vote as follows:

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

Absent: Colwell, Diehl

### b. Ordinance 2016/2017-9 Illinois Ethics Act Ordinance.

Trustee Kotsinis moved and President Beckwith seconded that that Board adopt Ordinance 2016/2017-9 Illinois Ethics Act.

The motion carried on a roll call vote as follows:

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

Absent: Colwell, Diehl

### c. Policy 1015 Illinois Ethics.

Trustee Kotsinis moved and Secretary Sheldon seconded that Policy 1015 Illinois Ethics be eliminated.

The motion carried on a roll call vote as follows:

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

Absent: Diehl, Colwell

### d. Appointment of Board Self-Evaluation Committee.

Trustee Niemi volunteered to Chair the Board Self-Evaluation Committee.

e. Trustee Orientation Resources.

Executive Director Livergood and President Beckwith introduced the Trustee Orientation section of the Extranet. It will be used by incoming Trustees to learn about WNPLD, the duties of Trustees, and broader library issues. President Beckwith thanked WNPL Librarian Amy Blanchard for her excellent work on this project.

f. Other potentially actionable items: Agenda items for February 2017 regular meeting.

i. Other. None.

**Public Forum.** None.

**Announcements**

a. By the chair:

i. Upcoming calendar

1. Next Regular board meeting: Tuesday, February 21, 2017, 7:00 p.m.
2. Next Committee of the Whole: Tuesday, February 7, 2017, 7:00 p.m.
3. ILA Trustee Forum Workshop: Saturday, February 18, 2017 at the Chicago Marriot Oak Brook. Registration deadline is January 20.
4. Annual President’s Day Library Legislative Breakfast: Monday, February 20, 2017 at the arboretum Club, Buffalo Grove.

**Adjournment**

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

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 7:52 p.m.

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Nancy Sheldon, Secretary

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

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Celia Ornelas, Recording Secretary