

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

Jo Beckwith, President  
George Kotsinis, Vice President  
Andrea Farr Capizzi, Treasurer  
Bonnie Sutton, Secretary

Jennifer Cheng  
Kathleen Kettman  
Anne Linsdau-Hoepfner

**Regular Board Meeting  
Tuesday, January 15, 2019  
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, Cheng, Kotsinis, Linsdau and Sutton

Trustees absent: Farr Capizzi, Kettman

Trustee Farr Capizzi arrived at 7:03 p.m.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Kevin Getty, Sandy Beda 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.

**Public Comments, Correspondence and Communications**

- a. Public Comments. None.
- b. Written:
  - i. Thank you cards to the Board of Trustees from Claudia Szpak and Pam Pleviak for their staff bonuses and the additional words of appreciation from the Board.

**Consent Agenda**

- a. Secretary's report. Approval of minutes:
  - i. Regular Meeting December 18, 2018
  - ii. Executive session of December 18, 2018, to remain closed to the public
- b. Approval of payrolls for December 2018.

- c. Approval of bills payable for November 2018.
- d. Patron suggestions from December 2018.

Trustee Linsdau moved and Secretary Sutton seconded that the Consent Agenda be approved as presented.  
The motion carried on a voice vote.  
Absent: Kettman, Farr Capizzi

### **President's Report**

President Beckwith presented a written report in the packet.

### **Executive Director's Report for December 2018, to include strategic plan progress report.**

Executive Director Livergood presented a written report in the packet.

Treasurer Farr Capizzi arrived at 7:03 p.m.

### **Unfinished Business**

- a. Board Self-Evaluation.

Vice President Kotsinis is currently preparing the Board self-evaluation survey for Trustees. He will send the survey to Trustees by the February 2019 Committee of the Whole meeting. Next steps will be discussed at that time.

- b. Semi-annual review of executive session minutes.

President Beckwith moved and Secretary Sutton seconded that the semi-annual review of executive session minutes be approved as presented.  
The motion carried on a voice vote.  
Absent: Kettman

### **New Business**

- a. Ordinance 2018/2019-6 Levy Abatement of Debt Service.

Treasurer Farr Capizzi moved and President Beckwith seconded that Ordinance 2018/2019-6 Levy Abatement of Debt Service be adopted as presented.  
The motion carried on a roll call vote as follows:  
Ayes: Farr Capizzi, Kotsinis, Cheng, Linsdau, Sutton, Beckwith  
Absent: Kettman

b. Board Policy 1010 Trustee Code of Ethics and Behavior.  
President Beckwith moved and Trustee Linsdau seconded that Policy 1010 Trustee Code of Ethics and Behavior be approved as presented.  
The motion carried on a voice vote.  
Absent: Kettman

c. Board Policy 1020 Conflict of Interest.  
President Beckwith moved and Trustee Linsdau seconded that Policy 1020 Conflict of Interest be approved as presented.  
The motion carried on a voice vote.  
Absent: Kettman

d. Board Policy 3035 Reference and Reader's Advisory Services.  
President Beckwith moved and Vice President Kotsinis seconded that Policy 3035 Reference and Reader's Advisory Services be approved as presented.  
The motion carried on a voice vote.  
Absent: Kettman

e. Staff Policy 405 Separation of Employment.  
Treasurer Farr Capizzi moved and President Beckwith seconded that Policy 405 Separation of Employment be approved as presented.  
The motion carried on a voice vote.  
Absent: Kettman

f. Staff Policy 410 Pay Deductions.  
President Beckwith moved and Secretary Sutton seconded that Policy 410 Pay Deductions be approved as presented.  
The motion carried on a voice vote.  
Absent: Kettman

g. Approval of financial statements for November 2018.  
Treasurer Farr Capizzi moved and Secretary Sutton seconded that the financial statements for November 2018 be approved as presented.  
The motion carried on a voice vote.  
Absent: Kettman

h. FY 2019-2020 budget planning process timeline.  
Executive Director Livergood presented a written report in the packet.

i. Fundraising update.  
Executive Director Livergood gave an oral update.

j. Capital projects update.  
Executive Director Livergood gave an oral update.

- k. Other potentially actionable items: Agenda items for February 2019 Regular Meeting.
  - i. Board Self-Evaluation Survey

**Public Forum.** None.

**Announcements**

- i. Upcoming calendar
  - 1. Friends of the Library meeting, Thursday, January 24, 2019, 1:00 p.m.
  - 2. Next Committee of the Whole: Tuesday, February 5, 2019, 7:00 p.m.
  - 3. Next Regular Board Meeting: Tuesday, February 19, 2019, 7:00 p.m.
  - 4. President’s Day. ILA Legislative Breakfast, Monday, February 18, 2019. Arboretum Club.

**Adjournment**

Vice President Kotsinis moved and President Beckwith seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 8:13 p.m.

\_\_\_\_\_  
Bonnie Sutton, Secretary

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

\_\_\_\_\_  
Celia G. Ornelas, Recording Secretary