

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

Jo Beckwith, President	Katherine Arnold
George Kotsinis, Vice President	Celeste Flores
Bonnie Sutton, Secretary	Wendy Hamilton
Andrea Farr Capizzi, Treasurer	

**Regular Board Meeting  
Tuesday, January 18, 2022  
“Virtual Meeting”**

**Call to Order**

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

**Requirements of the Government Emergency Administration Act (P.A. 100-0640) Review**

President Beckwith stated: “This meeting is held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. I have determined that an in-person meeting is not practical or prudent because of the disaster. I have also determined that it is not feasible, due to the disaster and the disaster declaration, to have a Library Trustee, the Library Director, or the Library’s Attorney present at the Library.”

**Verification of Clear Audio and Determination of Quorum**

Each Trustee verified that they could hear all discussions.

Trustees present: Arnold, Beckwith, Farr Capizzi, Hamilton, and Sutton.

Trustees absent: Kotsinis.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Noreen Reese, Michael Barr, Thomas Maillard, Dulce Ortiz, Karen Long Macleod, Eileen Shanley-Roberts, Ed Gallagher and Anton L. Mathews.

Vice President Kotsinis arrived at 7:04 p.m.

**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.** None.

**Consent Agenda**

- a. Secretary’s Report. Minutes of:
  - i. Regular Meeting December 14, 2021,
  - ii. Executive Session Minutes December 14, 2021, to remain closed to the public.
- b. Approval of payrolls for December 2021.
- c. Approval of bills payable for November 2021.
- d. Patron Suggestions December 2021.

President Beckwith removed item d. Patron Suggestions from the Consent Agenda.

President Beckwith removed item a. ii. Executive Session Minutes December 14, 2021, to remain closed to the public from the Consent Agenda.

Vice President Kotsinis arrived at 7:04 p.m.

President Beckwith moved and Secretary Sutton seconded that the Consent Agenda be approved as amended.

The motion carried on a roll call vote as follows:

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

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

President Beckwith moved and Treasurer Farr Capizzi seconded to approve Patron Suggestions for December 2021 as amended.

The motion carried on a roll call vote.

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

**Resolution 2021/2022-4 To Appoint a New Library Trustee**

President Beckwith moved and Trustee Arnold seconded to that Resolution 2021/2022-4 to Appoint Celeste Flores to fill the Trustee vacancy until the next regular library election in April 2023 be approved as amended.

The motion carried on a roll call vote.

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

**Swearing in of Newly Appointed Trustee by the Secretary**

Secretary Sutton administered the Oath of Office to newly appointed Trustee Celeste Flores.

**Recess for informal acknowledgement of incoming Trustee.**

The meeting recessed at 7:06 p.m.

**Reconvene Regular Meeting.**

The meeting reconvened at 7:12 p.m.

**President's Report**

President Beckwith presented a written report in the packet.

**Reports of Other Trustees.** None.

**Executive Director's Report January 2022**

Executive Director Livergood presented a written report in the packet.

**Old Business**

- a. Library operations and mask requirements update.  
Executive Director Livergood gave an oral report.
- b. Update on small library van lifecycle.  
Executive Director Livergood presented a written report in the packet.

- c. Approval of Board Policy 3013 Library card.

Trustee Arnold moved and President Beckwith seconded that Board Policy 3013 Library Card be approved as presented.

The motion carried on a roll call vote as follows:

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

- d. Semi-annual review of Executive Session Minutes.

President Beckwith moved and Secretary Sutton seconded that the Board accept the semi-annual review of closed Executive Session Minutes as amended.

The motion carried on a roll call vote as follows:

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

**New Business**

- a. Approval of Board Roster.

President Beckwith moved and Secretary Sutton seconded that the Board ratify the current Board roster for filing.

The motion carried on a roll call vote as follows:

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

b. Approval of Personnel Policy 503 Vaccinations.

Secretary Sutton moved and President Beckwith seconded that Personnel Policy 503 Vaccinations be approved as presented.

The motion carried on a roll call vote as follows:

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

c. Resolution 2021/2022-5 Authorizing Temporary Allocation of Paid Sick Leave.

Vice President Kotsinis moved and Trustee Arnold seconded that Resolution 2021/2022-5 Authorizing Temporary Allocation of paid sick leave be approved as amended.

The motion carried on a roll call vote as follows:

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

d. Approval of Board Policy 2040 Wage Scale.

Secretary Sutton moved and President Beckwith seconded that Board Policy 2040 Wage Scale be approved as presented.

The motion carried on a roll call vote as follows:

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

e. Approval of Board Policy 4030 FOIA.

President Beckwith moved and Trustee Arnold seconded that Board Policy 4030 FOIA be approved as presented.

The motion carried on a roll call vote as follows:

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

f. Ordinance 2021/2022-7 Bond Levy Abatement.

Vice President Kotsinis moved and Treasurer Farr Capizzi seconded that the Board approve Ordinance 2021/2022-7 Bond Levy Abatement as presented.

The motion carried on a roll call vote as follows:

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

g. Monthly Financial Report for November 2021

The report's approval was moved to next Regular meeting.

h. FY 2022/2023 budget planning process timeline.

Executive Director Livergood gave an oral report.

i. 2022 Board self-evaluation and goals.

Vice President Kotsinis, President Beckwith and Trustee Hamilton volunteered to lead the Board self-evaluation process.

- j. Other potentially actionable items: Agenda items for February 2022 Regular Meeting.
  - i. Board self-evaluation
  - ii. Monthly Financial Reports for November & December 2021
  - iii. Board Policies 1040 Indemnification and Insurance, and 3057 Art Collection.
  - iv. Personnel Policies 100's.

### **Public Forum.**

Deputy Director Noreen Reese wished all the present at the meeting to be well in these challenging times. She said that last week at the library it was the toughest week in her 30 years working in the library. Staff was having trouble getting staff to work. She thanked Executive Director Livergood for his kindness and generosity providing outlets and meetings to support staff. It was very healthy and felt really good. This reminded her how long and exhausting this time has been for everyone. It really was a very tough week.

President Beckwith commented that the College of Lake County library where she works as a Librarian had very few students on the first day of the semester. It was very unsettling to see.

Treasurer Farr Capizzi seconded the comments of the Deputy Director and the President. She has been desensitized, and it is very tough for her also. She lost an aunt recently. She advised everyone to stay vigilant.

Michael Barr thanked the Board, on behalf of the community, for their hard work. He welcomed the new Trustee Celeste Flores. He mentioned that he'd had a couple of losses because of the pandemic also. He recommended everyone to stay safe and healthy.

### **Announcements**

- a. By the Chair:
  - i. Upcoming calendar:
    - 1. Committee of the Whole: Tuesday, February 2022, 7:00 p.m.
    - 2. Regular Board Meeting: Tuesday, February 15, 2022, 7:00 p.m.
    - 3. President's Day North Suburban & Chicago Library Legislative Zoom Meet-up: February 21, 2022, 9:00 – 10:30 a.m.

**Adjournment**

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

The motion carried on a roll call vote as follows:

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

President Beckwith adjourned the meeting at 8:27 p.m.

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Bonnie Sutton, Secretary

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

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Celia G. Ornelas, Recording Secretary