

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

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

Katherine Arnold
Jennifer Cheng
Anne Linsdau-Hoepfner

**Regular Board Meeting
Tuesday, February 16, 2021
“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 prudent, 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 he/she could hear all discussions.

Trustees present: Arnold, Beckwith, Cheng, Farr Capizzi, Kotsinis, Linsdau and Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Noreen Reese, Sandy Beda and Jan Marsh.

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. Patron email to President Beckwith concerning the closed drive-up return at the north end of the library parking lot with responses from President Beckwith and ED Livergood.

Consent Agenda

- a. Reports of Standing Committees. Committee of the Whole, February 2, 2021:
 - i. Finance
 - ii. Building & Grounds
 - iii. Policy
 - iv. Summary, Personnel and General
- b. Monthly Financial Report for December 2020
- c. Approval of payrolls for January 2021.
- d. Approval of bills payable for December 2020.
- e. Approval of Board Policies:
 - i. 3035 Reference and Reader's Advisory Services
 - ii. 3065 Technology Use by the Public
- f. Approval of Personnel Policies:
 - i. 701 Employee Conduct and Work Rules
 - ii. 702 Drug and Alcohol Use
 - iii. 703 Harassment, Discrimination and Retaliation
- g. Approval of 20 Personnel Policies and 1 Board Policy to change the title of the Human Resources Associate to Human Resources Generalist.

Trustee Arnold moved and Secretary Sutton seconded that the Consent Agenda be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Arnold, Cheng, Linsdau, Kotsinis, Farr Capizzi, Sutton, Beckwith

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees.

Vice President Kotsinis and his family enjoyed the Costumed Character Storytime: "Celebrate the Lunar New Year with Mulan".

Vice President Kotsinis attended the ILA Virtual Library Legislative Meet-Up on February 15, 2021.

Treasurer Farr Capizzi participated in the "Virtual Trivia Night Contest" sponsored by the Exchange Club of Gurnee on February 5, 2021.

Executive Director's Report for January 2021

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Approval of Illinois Public Library Per Capita and Equalization Aid Grant Application.

President Beckwith moved and Vice President Kotsinis seconded that the Board approve the Illinois Public Library Per Capita and Equalization Aid Grant Application for filing.

The motion carried on a roll call vote as follows:

Ayes: Cheng, Linsdau, Arnold, Farr Capizzi, Kotsinis, Sutton, Beckwith

- b. Semi-Annual Review of Closed Minutes June 16, 2020 Correction.

President Beckwith moved and Secretary Sutton seconded that the Board accept the amended Semi-Annual Review of Closed Minutes approved on June 16, 2020 as presented.

The motion carried on a roll call vote as follows:

Ayes: Cheng, Linsdau, Arnold, Farr Capizzi, Kotsinis, Sutton, Beckwith

New Business

- a. Secretary's Report. Approval of Minutes of Regular Meeting January 19, 2021.

President Beckwith moved and Trustee Linsdau seconded that the Board approve Minutes of Regular Meeting January 19, 2021 as presented.

The motion carried on a roll call vote as follows:

Ayes: Linsdau, Sutton, Cheng, Farr Capizzi, Kotsinis, Beckwith

Abstain: Arnold

- b. Other potentially actionable items: Agenda items for March 2021 Regular Meeting.
 - i. Monthly Financial Reports for January
 - ii. Approve winning bid for LED lighting project

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Communications to the Public
 - ii. Upcoming calendar
 1. Next Committee of the Whole: Tuesday, March 2, 2021, 7:00 p.m.
 2. Regular Board Meeting: Tuesday, March 16, 2021, 7:00 p.m.

Adjournment

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

The motion carried on a roll call vote as follows:

Ayes: Farr Capizzi, Sutton, Kotsinis, Linsdau, Arnold, Cheng, Beckwith

President Beckwith adjourned the meeting at 7:31 p.m.

Bonnie Sutton, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary