

**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, February 21, 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, Colwell, Farr Capizzi, Kotsinis, Niemi, and Sheldon  
Trustees absent: Diehl

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Anne Linsdau, Noreen Reese, Kevin Getty, 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.

**Safety Instructions**

Security Monitor Will August gave safety instructions.

**Consent Agenda**

- a. Secretary's Report. Approval of minutes: Regular meeting of January 17, 2017.
- b. Monthly Financial Report for December 2016.
- c. Approval of payrolls for January 2017.
- d. Approval of bills payable for February 2017.
- e. Patron suggestions from January 2017.
- f. Approval of Board policies:
  - i. 2015 Imprest Account
- g. Approval of Personnel Policies:

- i. 115 Serious Illnesses in the Workplace.
- ii. 203 Employment Reference Checks.
- iii. 204 Personnel Data Changes.

Vice President Colwell removed item a. Minutes of Regular meeting of January 17, 2017, from the Consent Agenda.

Vice President Colwell moved and President Beckwith seconded to accept items b. through g. of the Consent Agenda.

The motion carried on a voice vote.

Absent: Diehl

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

A motion to approve Consent Agenda item a. Minutes of Regular meeting of January 17, 2017, was not made. Approval of these minutes can be found in the April 18, 2017, agenda and minutes under Unfinished Business.

### **President's Report**

President Beckwith presented a written report in the packet.

President Beckwith sent a thank you letter to Amy Blanchard for her contributions to the development of the Board ExtraNet/Trustee Orientation site.

President Beckwith attended two webinars:

- Toward Tech Savvy Trustees, sponsored by OCLC Research through WebJunction programs, and
  - Librarians vs. Fake News co-sponsored by ILA, RAILS and ILAAC.
- Executive Director Livergood also attended.

President Beckwith and Executive Director Livergood gave an oral report.

President Beckwith and Executive Director Livergood and Diana Sills attended the President's Legislative Breakfast 2017. They presented printed material and gave an oral report.

### **Reports of Other Trustees**

Trustee Kotsinis mentioned that his wife Becky and two of their children came to the Family Storytime for the past two Saturdays. Trustee Kotsinis is glad that family members of all ages can attend the Storytime together. They had fun. The librarians did a great job as always.

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

- a. Written:
  - i. Memoranda from Roger Ritzman, legal counsel. Information on the importance of agenda items being clear enough so that the public can understand the nature of a matter being considered.  
Executive Director Livergood gave an explanation.
  - ii. Other. Thank you letter to the Board of Trustees from Ashley Brownstein.
  
- b. Public comments. None.

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

Executive Director Livergood presented a written report in the packet. Executive Director Livergood told the Board about an article in *The Daily Herald* about individuals using false identification to obtain library cards from several area libraries and about what has occurred at WNPL. Executive Director Livergood stated that he has received some very good feedback on the March-May 2017 edition the *Inside Angle*, "Everyone Is Welcome Here."

Executive Director Livergood attended an event called Lake County - A Welcoming and Inclusive Community Summit of Leaders.

Executive Director Livergood mentioned WNPL launched the first podcast. President Beckwith shared a photograph of Executive Director Livergood participating in the RAILS Sparks Podcast that was mentioned in his written report.

## **Committee and Advisory Group Reports**

- a. Committee of the Whole – Meeting of February 7, 2017
  - i. General; Personnel; Building and Grounds
  - ii. Finance. Report presented at the meeting
  - iii. Policy

## **Unfinished Business**

- a. Fundraising update.  
Executive Director Livergood gave an oral update.
  
- b. Board self-evaluation.  
Trustee Niemi presented the report of the Board self-evaluation. Trustees discussed the results and agreed to work on fewer goals until those goals are met and then add more. Trustees thanked Sue for her work on the survey and final report.

## **New Business**

- a. Personnel Policy 202 Personnel Files.

Trustee Kotsinis moved and Secretary Sheldon seconded to accept Personnel Policy 202 Personnel Files as presented.

The motion carried on a roll call vote as follows:

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

Absent: Diehl

- b. Other potentially actionable items: Agenda items for March 2017 regular meeting.
  - i. Other. None.

## **Public Forum**

Deputy Director Reese announced a Dr. Seuss Birthday fundraiser at UNO's that will benefit the library on March 7<sup>th</sup> from 5:30 p.m. – 8:00 p.m.

Deputy Director Reese reminded Trustees that WNPL has a Relay for Life team, Bookin' it for a Cure, at work on fundraising. She invited Trustees to participate in Reel Picks for the Relay.

## **Announcements**

- a. By the chair:

- i. Communications to the public
- ii. Upcoming calendar
  1. Next Regular board meeting: Tuesday, March 21, 2017, 7:00 p.m.
  2. Next Committee of the Whole: Tuesday, March 7, 2017, 7:00 p.m.

- b. By other Trustees or Executive Director.

Trustee Niemi will not attend March's Committee of the Whole meeting.

President Beckwith will not attend March's Regular meeting.

President Beckwith mentioned the Warren Township High School Centennial Gala on April 29. It's a free event.

Secretary Sheldon mentioned that April's Committee of the Whole meeting is scheduled for Election Day. Committee of the Whole meeting for April was rescheduled to Monday, April 3, 2017.

## **Adjournment**

Treasurer Farr Capizzi moved and Secretary Sheldon seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 8:15 p.m.

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Nancy Sheldon, Secretary

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

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Celia Ornelas, Recording Secretary