

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

Jo Beckwith, President  
Tom Colwell, Vice President  
Andrea Farr Capizzi, Treasurer  
Bonnie Sutton, Secretary

Anne Linsdau-Hoepfner  
Kathleen Kettman  
George Kotsinis

**Regular Board Meeting  
Tuesday, March 27, 2018  
McCullough Room**

**Call to Order, Roll Call, and Determination of Quorum**

President Beckwith called the Meeting to order at 7:15 p.m.

Trustees present: Beckwith, Colwell, Farr Capizzi, Kettman, Kotsinis and Linsdau

Trustees absent: Sutton

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Noreen Reese 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.

Deputy Director Noreen Reese announced that there will be a new bookmobile schedule after April 1, 2018.

b. Written:

i. Memoranda from legal counsel. None.

ii. Other. Jan Marsh wrote a “Thank you” card to Trustees after she won the spectacular raffle basket, Board Favorites, at Bingo in the Books.

## **Consent Agenda**

- a. Secretary's report. Approval of minutes of the Regular Meeting February 20, 2018.
- b. Monthly Financial Report for January 2018.
- c. Approval of payrolls for February 2018.
- d. Approval of bills payable for March 2018.
- e. Patron suggestions from February 2018.
- f. Board Policies for Approval:
  - i. 3025 Interlibrary Loan
  - ii. 3055 Display and Literature Distribution
- g. Personnel Policy for approval: 516 Computer and Email Usage

Vice President Colwell removed item g. from the Consent Agenda

Trustee Kettman moved and Trustee Linsdau seconded to approve items a. through f. of the Consent Agenda.

The motion carried on a voice vote.

Absent: Sutton

## **Item Removed from Consent Agenda**

Trustee Kotsinis moved and President Beckwith seconded to approve Policy 516 Computer and Email Usage as presented.

The motion carried on a voice vote.

Absent: Sutton

## **President's Report**

President Beckwith presented a written report at the meeting.

## **Reports of Other Trustees**

Treasurer Farr Capizzi attended Bingo in the Books event and won 4 raffle Baskets. Treasurer Farr Capizzi enjoyed the program, the event was great. She suggested that the date of the event be consistent from year to year.

Trustee Kotsinis thanked Jon Beausoleil for his service at WNPL and wished him well on his retirement. Trustee Kotsinis and his family will miss him and his guitar playing at story times.

## **Reports of Standing Committees**

- a. Committee of the Whole – Meeting of March 6, 2018
  - i. General and Personnel
  - ii. Finance
  - iii. Policy

### **Executive Director's Report for February 2018**

Executive Director Livergood presented a written report in the packet. Executive Director gave information about Bingo in the Books. Executive Director announced that Jan Marsh will retire after 26 years with WNPL. She will take on a new part-time role as Special Projects Coordinator. Sandy Beda will become Head of Communications. Executive Director gave a report on the Strategic Plan – Safety and Security.

Treasurer Farr Capizzi moved and President Beckwith seconded that Trustee Linsdau act as Secretary Pro Tempore in the absence of Secretary Sutton. The motion carried on a voice vote.  
Absent: Sutton

### **New Business**

- a. Policy 517 Internet Usage.

President Beckwith moved and Trustee Kotsinis seconded that Policy 517 Internet Usage be approved as presented.  
Motion withdrawn

Treasurer Farr Capizzi moved and Vice President Colwell seconded to bring back Policy 517 Internet Usage to April's Committee of the Whole for discussion.

The motion carried on a roll call vote as follows:

Ayes: Linsdau, Farr Capizzi, Kotsinis, Kettman, Colwell

Nays: Beckwith

Absent: Sutton

- b. Tour of Coco's Cove.
- c. Other potentially actionable items: Agenda items for April 2018 Regular Meeting.
  - i. Review first draft of working budget
  - ii. Quarterly Review: Self-Evaluation Board Goals
  - iii. Other.

**Public Forum.** None

### **Announcements**

- a. By the chair:
  - i. Communications to the public. None

ii. Upcoming calendar

1. Next Committee of the Whole: Tuesday, April 3, 2018, 7:00 p.m.
2. Next Regular Board Meeting: Tuesday, April 17, 2018, 7:00 p.m.
3. National Library Week April 9-12, 2018. Theme “Libraries Lead”

b. By other Trustees or Executive Director

President Beckwith mentioned some interesting articles from the February 2018 issue of ILA Reporter.

Executive Director Livergood reminded the Trustees about filing of the Statement of Economic Interest.

President Beckwith and Trustee Linsdau will work together to provide treats for WNPL staff from Trustees on National Library Workers Day.

**Adjournment**

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

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 8:04p.m.

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Anne Linsdau, Secretary Pro Tempore

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

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Celia G. Ornelas, Recording Secretary