

**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

Jennifer Cheng

Anne Linsdau-Hoepfner

**Regular Board Meeting  
Tuesday, March 19, 2019  
McCullough Room**

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

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

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

Trustees absent: Linsdau.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Kevin Getty, Kathleen Kettman, Doug Wideburg, Noreen Reese and Sandy Beda.

**Pledge of Allegiance**

President Beckwith led those present in the Pledge of Allegiance.

**Reading of Mission Statement**

President Beckwith read the Mission Statement aloud.

**Moment of Silence in Memory of Diana Sills**

**Public Comments, Correspondence and Communications.** None.

**Resolution in Honor of Trustee Kathleen Kettman**

President Beckwith read the resolution to honor Trustee Kettman's service to WNPL.

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded to adopt the Resolution of Appreciation honoring Kathleen Kettman as presented.

The motion carried on a roll call vote as follows:

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

Absent: Linsdau

### **Recess for Informal Acknowledgement of Outgoing Trustee**

The meeting recessed at 7:07 p.m.

The meeting resumed at 7:23 p.m.

President Beckwith moved and Treasurer Farr Capizzi seconded to edit the social time from the video.

The motion carried on a voice vote.

Absent: Linsdau

President Beckwith moved and Vice President Kotsinis seconded to move to item XIII. c. Opportunity to refinance debt, from Unfinished Business.

The motion carried on a voice vote.

Absent: Linsdau

### **Unfinished Business**

- a. Opportunity to refinance debt.

Doug Wideburg and Executive Director Livergood gave an explanation.

### **Consent Agenda**

- a. Secretary's report. Approval of minutes of Regular Meeting February 19, 2019
- b. Reports of Standing Committees. Committee of the Whole Meeting, March 5, 2019.
  - i. Finance
  - ii. Building and Grounds
  - iii. Summary, Policy, Personnel, and General
- c. Monthly financial report for January 2019.
- d. Approval of payrolls for February 2019.
- e. Approval of bills payable for January 2018.
- f. Patron suggestions from February 2019.
- g. Approval of Board Policies:
  - i. 2035 Disposal or Sale of Library Property
  - ii. 3007 Standards of Public Service
  - iii. 3030 Programming
  - iv. 3057 Art Collection
  - v. 4013 Gift Donation

Vice President Kotsinis removed item a. Secretary's report from the Consent Agenda.

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded that items b. through g. of the Consent Agenda be approved.

The motion carried on a voice vote.

Absent: Linsdau

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

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded to approve Secretary's Report.

The motion carried on a roll call vote as follows.

Ayes: Cheng, Kotsinis, Farr Capizzi, Sutton

Abstain: Beckwith

Absent: Linsdau

### **President's Report**

President Beckwith presented a written report in the packet.

### **Reports of Other Trustees**

Vice President Kotsinis mentioned that tonight's Prairie Trail School Night @ WNPL program was well attended.

### **Executive Director's Report for March 2019**

Executive Director Livergood presented a written report in the packet.

### **Unfinished Business**

- b. Board self-evaluation: survey results, review of last year's goals, and selection of goals for 2019.

Vice President Kotsinis explained the results of the Board self-evaluation.

President Beckwith discussed the completion of last year's goals and areas for improvement. The Board decided on goals for 2019.

- c. Capital Planning budget

Executive Director Livergood gave an update.

### **New Business**

- a. 3031 Alcoholic Beverages.

Vice President Kotsinis moved and Treasurer Farr Capizzi seconded that Policy 3031 Alcoholic Beverages be approved as amended.

The motion carried on a roll call vote as follows:

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

Absent: Linsdau

- b. Changing date of April 2019 Regular Meeting to April 23, 2019.

Executive Director discussed the moving of meetings for April. The two meetings will be moved to a different dates as follows: Committee of the

Whole Meeting, Tuesday, April 9, 2019 and Regular Meeting, Tuesday, April 23, 2019.

- c. Other potentially actionable items: Agenda items for April 2019 Regular Meeting.
  - i. Landscaping projects update.

**Enter into Executive Session to Consider the Selection of a Person to fill a Public Office [5 ILCS 120/2.(c)(3)]**

President Beckwith moved and Vice President Kotsinis seconded that the Board enter into Executive Session, along with Executive Director Livergood, to consider the selection of a person to fill the vacancy in the office of Library Trustee.

The motion carried on a voice vote.

Absent: Linsdau

Executive Session started at 8:10 p.m.

**Reconvene Regular Meeting**

The Regular Meeting reconvened at 8:26 p.m.

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Communications to the public
  - ii. Upcoming calendar
    - 1. Next Committee of the Whole: Tuesday, April 9, 2019, 7:00 p.m.
    - 2. Next Regular Board Meeting: Tuesday, April 23, 2019, 7:00 p.m.

- b. By other Trustees or Executive Director  
Secretary Sutton received a compliment from a District 56 librarian who was very pleased to receive the summer reading program information earlier than expected.

**Adjournment**

Treasurer Farr Capizzi moved and President Beckwith seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 8:29 p.m.

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Bonnie Sutton, Secretary

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

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Celia G. Ornelas, Recording Secretary