

**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, April 20, 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 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

Trustees verified that they could hear all discussions.

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

Trustees absent: Farr Capizzi and Sutton.

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

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 Regular Meeting March 16, 2021
- b. Reports of Standing Committees. Committee of the Whole, April 6, 2021:
 - i. Finance
 - ii. Building & Grounds
 - iii. Policy
 - iv. Summary, Personnel and General
- c. Monthly Financial Report for February 2021
- d. Approval of payrolls for March 2021
- e. Approval of bills payable for February January 2021
- f. Patron Suggestions from March 2021
- g. Approval of Board Policies:
 - i. 1010 Trustee Code of Ethics and Behavior
 - ii. 2010 Routine Banking Procedures
 - iii. 3023 Fees and Fines
- h. Approval of Personnel Policies:
 - i. 708 Resignation
 - ii. 710 Security Inspection
 - iii. 712 Solicitation
 - iv. 716 Progressive Discipline

Vice President Kotsinis moved and President Beckwith seconded that the Consent Agenda be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Linsdau, Kotsinis, Arnold, Cheng, Beckwith

Absent: Farr Capizzi, Sutton

New Business Part 1

- a. Information Technology Vendor.

Vice President Kotsinis moved and Trustee Arnold seconded that the library enter into the agreement with OSG and the board transfer funds in the amount of \$12,700.

The motion carried on a roll call vote as follows:

Ayes: Kotsinis, Cheng, Linsdau, Arnold, Beckwith

Absent: Farr Capizzi, Sutton

President’s Report

President Beckwith presented a written report in the packet.

President Beckwith attended ILA Virtual Trustee Forum, on April 17, 2021.

Equity, Diversity and Inclusion: What Library Trustees Need to Know.

President Beckwith reported the forum was very informational. She will be emailing information to the trustees.

Reports of Other Trustees. None.

Executive Director's Report March 2021

Executive Director Livergood presented a written report in the packet.

Old Business

- a. LED lighting project update.
Executive Director Livergood gave an oral update.

- b. Library operations update.
Executive Director Livergood gave an oral update.

New Business Part 2

- a. AAPI statement.
Executive Director Livergood gave an oral report.

- b. Strategic Plan 2020-2022.
Executive Director Livergood gave an oral report.

- c. Board quarterly Review: Self-evaluation and goals.
President Beckwith gave an oral report.

- d. Resolution 2020/2021-5 Authorizing Temporary Allocation of Paid Sick Leave.

President Beckwith moved and Vice President Kotsinis seconded that the Board approve Resolution 2020/2021-5 Authorizing Temporary Allocation of Paid Sick Leave for Part-time Employees.

The motion carried on a roll call vote as follows:

Ayes: Cheng, Linsdau, Arnold, Kotsinis, Beckwith

Absent: Sutton, Farr Capizzi

- e. Other potentially actionable items: Agenda items for May 2021 Regular Meeting.
 - i. Installation of new board and election of officers
 - ii. Monthly Financial Reports for March
 - iii. FY 2021-2021 Budget
 - iv. Board Policies:
 - 1. 2005 Investment of Public Funds

- 2. 3025 Interlibrary Loan
- v. Personnel Policies:
 - 1. 718 Problem Resolution
 - 2. 722 Workplace Etiquette

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Communications to the Public
 - ii. Upcoming calendar
 - 1. Next Committee of the Whole: Tuesday, May 4, 2021, 7:00 p.m.
 - 2. Regular Board Meeting: Tuesday, May 18, 2021, 7:00 p.m.

Adjournment

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

The motion carried on a roll call vote as follows:

Ayes: Linsdau, Arnold, Cheng, Kotsinis, Beckwith

Absent: Farr Capizzi, Sutton

President Beckwith adjourned the meeting at 7:54 p.m.

Jo Beckwith, President
Acting Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary