

**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  
Phyllis Lemmon  
Anne Linsdau-Hoepfner

**Regular Board Meeting  
Tuesday, May 21, 2019  
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, Cheng, Farr Capizzi, Kotsinis, Linsdau and Sutton.

Also present: Executive Director Ryan Livergood, Celia G. Ornelas Recording Secretary, Noreen Reese, Sandy Beda, Phyllis Lemmon and Mary Jo Kollross.

**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 Audrey Sesko, who, for many decades, was a devoted WNPL Staff Member on the Bookmobile.**

**Public Comments, Correspondence and Communications.**

- a. Public Comments. None.
- b. Written:
  - i. From Lake County Clerk: Abstract of votes in Consolidated Election April 2, 2019.
  - ii. Thank you letter to the Board of Trustees from Executive Director Livergood for their support of the Bingo in the Books Fundraiser.

**Consent Agenda**

- a. Secretary's Report. Approval of Minutes:
  - i. Regular Meeting April 23, 2019

- ii. Executive Session April 9, 2019, to remain closed to the public
- iii. Executive Session April 23, 2019, to remain closed to the public
- iv. Executive Sessions I & II, May 7, 2019, to remain closed to the public
- b. Reports of Standing Committees. Committee of the Whole Meeting, May 7, 2019.
  - i. Finance
  - ii. Building and Grounds
  - iii. Summary, Policy, Personnel, and General
- c. Monthly financial report for March 2019.
- d. Approval of payrolls for April 2019.
- e. Approval of bills payable for March 2019.
- f. Patron suggestions from April 2019.
- g. Approval of Board Policies:
  - i. 3053 Study Rooms
  - ii. 3055 Display and Literature Distribution
- h. Approval of Personnel Policies:
  - i. 603 Personal Leave
  - ii. 605 Military Leave

Vice President Kotsinis moved and President Beckwith seconded to approve the Consent Agenda as presented.

The motion carried on a unanimous voice vote.

**Resolution 2018/2019-4 To Appoint A New Library Trustee**

Treasurer Farr Capizzi moved and President Beckwith seconded to approve Resolution 2018/2019-4 to appoint Phyllis Lemmon to fill the vacancy of library trustee until the next regular library election in April 2021 as presented. The motion carried on a roll call vote as follows:

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

**Swearing In of Newly Appointed Trustee**

Secretary Sutton administered the Oath of Office to Trustee-Appoint Phyllis Lemmon.

**Swearing In of Trustees Elected April 2, 2019**

Secretary Sutton administered the Oath of Office to Trustee-Elect Jo Beckwith. Secretary Sutton administered the Oath of Office to Trustee-Elect Jennifer Cheng.

Secretary Sutton administered the Oath of Office to Trustee-Elect Andrea Farr Capizzi.

### **Recess for Informal Acknowledgement of Incoming Trustees**

Recess at 7:10 p.m.

Meeting reconvened at 7:22 p.m.

President Beckwith moved and Secretary Sutton seconded to edit the social portion of the video out of the meeting recording.  
The motion carried on a unanimous voice vote.

### **Adjournment *Sine Die***

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

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting *sine die* at 7:23 p.m.

### **Seating of the New Board**

a. Election of President pro tempore

Trustee Farr Capizzi moved and Trustee Beckwith seconded to nominate Trustee Cheng as President pro tempore.

The motion carried on a unanimous voice vote.

b. Election of Secretary pro tempore

President pro tempore Cheng moved and Trustee Kotsinis seconded to nominate Trustee Lemmon as Secretary pro tempore.

The motion carried on a unanimous vote.

c. Call to order, roll call and determination of quorum

President Pro Tempore Cheng called the Meeting to order at 7:27 p.m.

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

### **Election of Officers**

Trustee Sutton moved and Trustee Farr Capizzi seconded to nominate a slate: Trustee Beckwith for President, Trustee Kotsinis for Vice President, Trustee Farr Capizzi for Treasurer and Trustee Sutton for Secretary.

The motion carried on a roll call vote as follows:

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

### **Appointment of Chairpersons by New President**

President Beckwith appointed chairs as follows:

Finance – Chair: Treasurer, Farr Capizzi;

General and Personnel – Chair: President Beckwith. Personnel Policy Editor: Trustee Linsdau;

Building and Grounds – Chair: Vice President Kotsinis

Policy – Chair: Trustee Lemmon. Mentor: President Beckwith.

### **President’s Report**

President Beckwith presented a written report in the packet.

### **Reports of Other Trustees**

Treasurer Farr Capizzi attended the Finance Committee at the Friends of the Library meeting. Income statements from the past three years were presented, and Treasurer Farr-Capizzi reported the finances of the Friends of the Library to be in good standing.

Treasurer Farr Capizzi thanked the library staff and Board members who had, in one way or another, honored her mother. She was grateful to all of the people who sent cards and attended the memorial service.

### **Executive Director’s Report for May 2019**

Executive Director Livergood presented a written report in the packet.

### **New Business**

- a. Approval of board roster

President Beckwith moved and Trustee Linsdau seconded that the board ratify the current board roster for filing as amended.

The motion carried on a unanimous voice vote.

- b. Signatures Cards for Officers

Executive Director Livergood gave an oral report.

- c. Semi-annual review of closed session minutes

President Beckwith explained the review process.

Secretary Sutton and Vice President Kotsinis will review the closed session minutes and provide a written recommendation for the July Regular Board Meeting.

- d. Other potentially actionable items: Agenda items for June 2019 Regular Meeting.

- i. Ordinance for Regular Meeting Schedule FY 2019-2020

- ii. Ordinance to Transfer to the Special Reserve Fund
- iii. Adoption of working budget for FY 2019-2020

**Enter into Executive Session to consider the purchase of real property [5 ILCS 120/2.(c)(5)].**

President Beckwith moved and Vice President Kotsinis seconded that the Board enter into Executive Session, along with Executive Director Livergood, to consider the purchase of real property.

The motion carried on a unanimous voice vote.

The Board of Trustees entered into Executive Session at 7:41p.m.

**Reconvene Regular Meeting**

Regular Meeting reconvened at 8:06 p.m.

**Public Forum.**

Deputy Director Reese and several other staff members attended Audrey Sesko's memorial service. Deputy Director Reese mentioned that several people spoke about how important WNPL and the bookmobile service was to Audrey. Letters written to her by patrons and pictures of her in the Bookmobile were displayed at the memorial. It was clear that WNPL patrons fondly remember Audrey and her service to our community.

**Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    - 1. Friends of the Library (FOL) Meeting, Thursday, May 23, 2019, 1 p.m.
    - 2. Library Closure for Memorial Day, Monday, May 27, 2019.
    - 3. Summer Reading Kick Off: Saturday, June 1, 2019.
    - 4. Next Committee of the Whole: Tuesday, June 4, 2019, 7:00 p.m.
    - 5. Next Regular Board Meeting: Tuesday, June 18, 2019, 7:00 p.m.

**Adjournment**

Trustee Lemmon moved and President Beckwith seconded that the meeting be adjourned.

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 8:12 p.m.

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Bonnie Sutton, Secretary

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

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Celia G. Ornelas, Recording Secretary