

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

Jo Beckwith, President
Tom Colwell, Vice President
Nancy E. Sheldon, Secretary
Andrea Farr Capizzi, Treasurer

Robert H. Diehl, Sr.
George Kotsinis
Susan K. Niemi

**Regular Meeting
May 19, 2015
Meeting Room A**

Swearing in of trustees elected April 7, 2015, by secretary

Secretary Beckwith administered the Oath of Office to Trustee-Elect George Kotsinis.

Secretary Beckwith administered the Oath of Office to Trustee-Elect Nancy Sheldon.

Secretary Beckwith administered the Oath of Office to Trustee-Elect Tom Colwell.

Call to order, roll call, and determination of quorum

Secretary Beckwith called the meeting to order at 7:10 p.m.

Trustees present: Beckwith, Diehl, Farr Capizzi, and Kotsinis

Trustees absent: Friedman and Rivers

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Jim Hunter, Stephen Bero, Ray Vickery, Diana Vickery, Barbara McCreary, Janet Colwell, Doug Wideburg, Joe Hiatt, Sue Niemi, Noreen Reese, Mark Mueller, Karen Mueller, Gail Dever, Kristina Kovarik, Irv Sheldon, Jill Ballock, Bill Ballock, Kristy Trouy, Cass McGovern, Steve Weinberg, Richard Palmer, Barbara Nerroth, Lisa Kleine, Eileen Kranz, Mary Hiatt, Vincent Niemi, Laura Stone, Keely Boley, Laurie Styrcula, Donna Morales, Lynne Donoghue, Diane Shearer, Becky Kotsinis.

Pledge of Allegiance

Treasurer Farr Capizzi led those present in the Pledge of Allegiance.

Reading of Mission Statement

Trustee Diehl read the Mission Statement aloud.

Safety Instructions

Will Auguste, Security Monitor, gave safety instructions.

Consent Agenda (Any trustee may remove items from the consent agenda for separate action by the Board) ACTION

- a. Secretary's Report. Approval of minutes as received or corrected of Regular meeting of April 21, 2015.
- b. Patron Suggestions from April 2015.

Treasurer Farr Capizzi moved and Trustee Diehl seconded that the Consent Agenda be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Kotsinis, Beckwith, Diehl, Farr Capizzi

Absent: Friedman, Rivers

Items(s) removed from consent agenda, if any. None.

Adjournment Sine Die, (adjournment "without day", a final adjournment that has the effect of dissolving the outgoing board)

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the meeting be adjourned Sine Die.

The motion carried on a roll call vote as follows:

Ayes: Kotsinis, Diehl, Farr Capizzi, Beckwith

Absent: Friedman, Rivers

Seating of the Board

- a. Election of president pro tempore

Trustee Sheldon moved and Treasurer Farr Capizzi seconded to nominate Trustee Kotsinis as President pro tempore.

The motion carried on a roll call vote as follows:

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

- b. Election of secretary pro-tempore (presided over by president pro tempore)

Trustee Farr Capizzi moved and Trustee Diehl seconded to nominate Trustee Beckwith as secretary pro tempore.

The motion carried on a roll call vote as follows:

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

c. Call to order, roll call, and determination of quorum.
President pro tempore George Kotsinis called the meeting to order.

Trustees present: Beckwith, Colwell, Diehl, Farr Capizzi, Kotsinis, and Sheldon

Election of the officers. Election of president chaired by president pro tempore. New president takes chair upon election and, unless elected as part of a slate of nominees, presides over the elections of vice president, treasurer, and secretary. New secretary then takes over for secretary pro tempore. ACTION

Trustee Sheldon moved and Trustee Kotsinis seconded to nominate a slate of officers: Trustee Beckwith as President, Trustee Colwell as Vice President, Trustee Farr Capizzi as Treasurer, and Trustee Sheldon as Secretary.

The motion carried on a roll call vote as follows:

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

Appointment of committees by new president. ACTION

- Personnel Committee– Jo Beckwith, Chairperson
- Finance Committee – Andrea Farr Capizzi, Chairperson;
Steve Weinberg, Citizen Member
- Policy & Bylaws Committee– George Kotsinis, Chairperson;
Nancy Sheldon, Member
- Building & Grounds Committee– Tom Colwell, Chairperson;
Bob Diehl, Member
- Art Acquisition Committee– Andrea Farr Capizzi, Chairperson;
Jo Beckwith, Jan Marsh, Kathleen Lovelace, Laurie Styracula, Linda McCarthy,
Members

President's Report

President Beckwith attended Executive Director Livergood Donors Event. She notified the Secretary of State of Illinois and Lake County Clerk of the trustee vacancy in the Library this past month.

She shared an article by Rick Kogan from the *Chicago Tribune* in which Kogan wrote that the excitement over the Obama Presidential Library should remind us that we have great libraries in our own hometowns.

Reports of Other Trustees

Treasurer Farr Capizzi attended Bingo in the Books event. She said that the event was so much fun and there was a significant amount of money raised for the Tween area. She acknowledged everyone for doing a fabulous job.

President Beckwith expressed her gratitude for the newly seated Board of Trustees and said she looks forward to working with them. She thanked the staff and community for their support.

Correspondence, Communications, and public comments

- a. Written:
 - i. From Lake County Clerk: Abstract of votes in Consolidated Election April 7, 2015.
 - ii. Memoranda from legal counsel, if any. None.
 - iii. Other.
Mark Stoyas thank you letter to the Board of Trustees
- b. Public comments.
Jill Ballock expressed her concerns about remodeling the staff lunchroom.

Executive Director's report for May 2015 INFORMATION

Executive Director Livergood gave an update.

Reports of standing committees INFORMATION

- a. Policy & Bylaws – No meeting
- b. Building & Grounds – Thursday, May 14, 2015, 7:00 p.m. CANCELLED
- c. Finance – Thursday, May 14, 2015, 8:00 p.m.
- d. Personnel – No Meeting
- e. Art Acquisition – Monday, May 4, 2015, 6:00 p.m.

Approval of monthly financial report for April 2015

Treasurer Farr Capizzi moved and Vice President Colwell seconded that the Board approve the monthly financial report for April 2015 as presented.

The motion carried on a roll call vote as follows:

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

Approval of bills payable for May and payrolls for April 2015

Treasurer Farr Capizzi moved and Trustee Diehl seconded that the bills payable for May 2015 and the payrolls for April 2015 be approved for payment.

The motion carried on a roll call vote as follows:

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

New Business

a. Approval of Board Roster. ACTION

Trustee Kotsinis moved and Secretary Sheldon seconded that the Board ratify the current board roster for filing including the officers elected tonight. The motion carried on a roll call vote as follows:

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

b. Report on first draft of working budget for fiscal year 2015-2016. INFORMATION

i. Projected expenses for trustee training and development. Executive Director Livergood gave information.

ii. Expenses for purchase of board materials. Executive Director Livergood gave information.

Trustee Diehl left the meeting at 7:47 p.m.

Trustee Diehl returned to the meeting at 7:49 p.m.

c. Signature cards for officers. INFORMATION

Executive Director Livergood gave information.

Other

a. RAILS Trustee Coaching Pilot Program Feedback Report. INFORMATION

Executive Director Livergood gave an update. The report will be forwarded to RAILS.

Enter into Executive Session to consider 1) the employment of legal counsel for the public body and 2) the selection of a person to fill a public office [5 ILCS120/2.(c)(1); 5 ILCS 120/2.(c)(3)], if needed. ACTION

Secretary Sheldon moved and Vice President Colwell seconded that the Board enter into Executive Session to consider the employment of legal counsel for the public body and the selection of a person to fill a vacancy in the office of Library Trustee [5 ILCS120/2.(c)(1); 5 ILCS 120/2.(c)(3)], to convene in 15 minutes and to include Executive Director Livergood.

The motion carried on a roll call vote as follows:

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

The Board adjourned to Executive Session at 7:56 p.m.

Reconvene regular meeting

Regular meeting reconvened at 8:32 p.m.

Action as a result of considering the employment of legal counsel for the public body. ACTION

Secretary Sheldon moved and President Beckwith seconded that the Board employ Roger Ritzman as our Library Attorney with the understanding that he is not an employee of the Library in the legal sense.

The motion carried on a roll call vote as follows:

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

Action as a result of considering the selection of a person to fill a public office: Appointment of a person to fill the vacant seat on the library board. ACTION

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board appoint Sue Niemi to fill the vacant seat on the Board.

The motion carried on a roll call vote as follows:

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

Swearing in of trustee appointed April 17, 2015, by secretary

Secretary Sheldon administered the Oath of Office to newly appointed Trustee Susan K. Niemi.

Agenda items for June 2015 regular meeting. INFORMATION AND POSSIBLE ACTION

- a. Prevailing Wage Ordinance
- b. Policy 2040: Wage Scale
- c. Regular meeting schedule for fiscal year 2015-2016 for public posting
- d. Adoption of working budget for fiscal year 2015-2016
- e. Semi-annual review of closed minutes
- f. Other

Policy 2040 Wage Scale will be brought to Finance Committee.

Discussing three things in conjunction with one another:

- Use of Committees
- Committee of the Whole
- Citizen Members of the Committees

Review information in Board Packet. Executive Director's Report is too long.

A Resolution of Appreciation to former Executive Director Stephen Bero.

Updates to certificates of Appreciation to former Trustees.

Public Forum

Mark Stoyas expressed his concerns.

Announcements

- a. By the chair:
 - i. Communications to the public
 - ii. Upcoming calendar
 1. Next Regular board meeting: Tuesday, June 16, 2015, 7:00 p.m.
 2. Next Committee meetings
 - a. Finance –Wednesday, June 10, 2015, 8:00 p.m.
 - b. Personnel – TBD
 - c. Policy – Monday, June 8, 2015, 7:00 p.m.
 - d. Building and Grounds – Wednesday, June 10, 2015, 7:00 p.m.
 - e. Art Acquisition – Monday, June 8, 2015, 6:00 p.m.
 3. Other dates:
 - a. Freedom of Shrine Dedication Ceremony, Tuesday, May 26, 2015, 12:30 p.m.
 - b. Summer Reading program begins Saturday, June 6, 2015
 - c. Volunteer Luncheon event, Tuesday, June 9, 2015, 11:30 a.m.
 - d. ALA Annual Conference, June 25–30, 2015. San Francisco, CA.
- b. By other Trustees or the Executive Director

Executive Director Livergood will be attending Statewide Public Library Management Institute (SPLMI) 2015, University of Illinois Springfield, May 31 – June 5, 2015.

Executive Director Livergood will arrange for ILA memberships for new Trustees.

Adjournment

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

The motion carried on a voice vote. President Beckwith adjourned the meeting at 8:55 p.m.

Nancy Sheldon
Secretary

Approved: _____

Celia Ornelas
Recording Secretary