

**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-Hoeppner  
Kathleen Kettman  
George Kotsinis

**Regular Board Meeting  
Tuesday, June 20, 2017  
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, Colwell, Kettman, Kotsinis and Linsdau  
Trustees absent: Farr Capizzi and Sutton

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Mary Price, Noreen Reese and Laurie Styracula.

**Pledge of Allegiance**

President Beckwith led those present in the Pledge of Allegiance.

**Reading of Mission Statement**

President Beckwith read the Mission Statement aloud.

**Safety Instructions**

Executive Director Ryan Livergood gave safety instructions.

**Consent Agenda**

- a. Secretary's Report. Approval of minutes of the Regular Meeting May 16, 2017.
- b. Monthly financial report for April 2017.
- c. Approval of payrolls for May 2017.
- d. Approval of bills payable for June 2017.
- e. Patron suggestions from May 2017.
- f. Approval of Personnel policies:
  - i. 208 Employment Applications

ii. 210 Job Descriptions

Trustee Kettman moved and Vice President Colwell seconded the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Farr Capizzi, Sutton

**President's Report**

President Beckwith presented a written report in the packet.

**Reports of Other Trustees.** None.

**Correspondence, Communications, and Public Comments**

a. Written. None

b. Public comments. Laurie Styrcula informed the Board about the Lake County Astronomical Society's LoanStar Library Telescope Program.

**Executive Director's Report for June 2017, to include strategic plan progress report**

Executive Director Livergood presented a written report in the packet.

Executive Director Livergood gave additional oral information.

**Committee and Advisory Group Reports**

a. Committee of the Whole – Meeting of June 6, 2017

i. General and Personnel

ii. Building and Grounds

iii. Finance

iv. Policy

**New Business**

President Beckwith moved and Vice President Colwell seconded to elect Trustee Linsdau as Acting Secretary for tonight's Meeting, due to the absence of Secretary Sutton.

The motion carried on a voice vote.

Absent: Farr Capizzi, Sutton

a. Adoption of working budget for FY2017-2018

Trustee Kettman moved and Trustee Linsdau seconded that the Budget for FY2017-2018 be adopted as presented.

The motion carried on a roll call vote as follows:

Ayes: Colwell, Kotsinis, Kettman, Linsdau, Beckwith

Absent: Sutton, Farr Capizzi

b. Adoption of Intergovernmental Library Agreement to formally established Electronic Content Consortium (i.e., the governance body for My Media Mall)

Trustee Kotsinis moved and President Beckwith seconded that the Intergovernmental Library Agreement to formally establish the Electronic Content Consortium be adopted as presented.

The motion carried on a roll call vote as follows:

Ayes: Kettman, Linsdau, Colwell, Kotsinis, Beckwith

Absent: Farr Capizzi, Sutton

c. 1001 Bylaws

President Beckwith moved and Vice President Colwell seconded that the Board approve Policy 1001 Bylaws as presented.

The motion carried on a roll call vote as follows:

Ayes: Linsdau, Colwell, Kotsinis, Kettman, Beckwith

Absent: Sutton, Farr Capizzi

d. 202 Personnel Files

President Beckwith moved and Trustee Kotsinis seconded that the Board approve Policy 202 Personnel Files as presented.

The motion carried on a roll call vote as follows:

Ayes: Linsdau, Kettman, Colwell, Kotsinis, Beckwith

Absent: Farr Capizzi, Sutton

e. 2040 Wage Scale

President Beckwith moved and Trustee Kotsinis seconded that the Board approve Policy 2040 Wage Scale as presented.

The motion carried on a roll call vote as follows:

Ayes: Kotsinis, Linsdau, Kettman, Beckwith

Abstain: Colwell

Absent: Farr Capizzi, Sutton

f. Ordinance 2016/2017-10 Annual Meeting Schedule for FY2017-2018

Trustee Kotsinis moved and Vice President Colwell that the Board adopt Ordinance 2016/2017-10 Annual Meeting Schedule for FY2017-2018 as presented.

The motion carried on a roll call vote as follows:

Ayes: Linsdau, Kotsinis, Kettman, Colwell, Beckwith

Absent: Farr Capizzi, Sutton

g. Ordinance 2016/2017-11 Prevailing Wage Rate for FY2017-2018

Vice President Colwell moved and Trustee Kettman that Ordinance 2016/2017-11 Prevailing Wage Rate for FY2017-2018 be adopted as presented.

The motion carried on a roll call vote as follows:

Ayes: Linsdau, Kettman, Colwell, Kotsinis, Beckwith

Absent: Farr Capizzi, Sutton

h. Ordinance 2016/2017-12 Transfer to the Special Reserve Fund

Trustee Kotsinis moved and President Beckwith that the Board adopt Ordinance 2016/2017-12 Transfer to the Special Reserve Fund amending section 1. of the presented text to indicate a sum of \$75,000.

The motion carried on a roll call vote as follows:

Ayes: Kettman, Colwell, Linsdau, Kotsinis, Beckwith

Absent: Sutton, Farr Capizzi

i. Resolution 2016/2017-6 Appointing Jennifer Hoy Authorized Agent for the Illinois Municipal Retirement Fund

Trustee Kettman moved and Trustee Kotsinis that Ordinance 2016/2017-6 Appointing Jennifer Hoy Authorized Agent for the Illinois Municipal Retirement Fund be adopted as presented.

The motion carried on a roll call vote as follows:

Ayes: Kotsinis, Colwell, Kettman, Linsdau, Beckwith

Absent: Farr Capizzi, Sutton

j. Recording of volunteer hours

Executive Director Livergood gave oral information.

k. Other potentially actionable items: Agenda items for July 2017 Regular Meeting.

i. Tentative Budget and Appropriations Ordinance

ii. Building, Sites & Maintenance Ordinance

iii. Annual Review of Non-Resident Card Participation

iv. Audit of closed minutes

v. Begin work on audit

vi. Requirements for IPLAR FY2016-2017

vii. New and Notable

viii. Other

## **Public Forum.**

Laurie Styracula commented on the contributions of library volunteers.

**Announcements**

- a. By the chair:
  - i. Communications to the public.
  - ii. Upcoming calendar
    - 1. Next Regular Board Meeting: Tuesday, July 18, 2017, 7:00 p.m.
    - 2. Next Committee of the Whole Meeting: Wednesday, July 5, 2017, 7:00 p.m.
    - 3. Bikers for Books: Sunday, August 27, 10:00 a.m. to 2:00 p.m.
- b. By other Trustees or Executive Director  
President Beckwith asked Trustees to let Gina know if they require business cards.

**Adjournment**

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

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 7:40 p.m.

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Jo Beckwith, President

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

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Celia Ornelas, Recording Secretary