

**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-Hoepfner  
Kathleen Kettman  
George Kotsinis

**Regular Board Meeting  
Tuesday, July 18, 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, Farr Capizzi, Kettman, Linsdau and Sutton  
Trustees absent: Colwell and Kotsinis

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Ann Ginko and Jan Marsh.

**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**

Ann Marie Ginko asked that her one year suspension from WNPL be shortened.

**Consent Agenda**

- a. Approval of payrolls for June 2017.
- b. Approval of bills payable for July 2017.
- c. Patron suggestions from June 2017.
- d. Board policies for approval:
  - i. 4030 FOIA
- e. Personnel Policies for approval:
  - i. 212 Salary Administration
- f. Ordinances:

- i. 2017/2018-1 Building, Sites and Maintenance Levy
- ii. 2017/2018-2 Non-Resident Library Card Program

Trustee Kettman moved and President Beckwith seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Kotsinis, Colwell

### **President's Report**

President Beckwith presented a written report at the meeting.

President Beckwith went to ALA Conference and participated in a presentation for Trustees. She mentioned "*If These Books Could Talk*" article in the ALA magazine, June issue, about the idea of a human library and libraries that are doing this activity. She said it was very interesting.

**Reports of Other Trustees.** None.

**Correspondence and Communications.** None

### **Reports of Standing Committees**

- a. Committee of the Whole – Meeting of July 5, 2017
  - i. General and Personnel
  - ii. Building and Grounds
  - iii. Policy

### **Executive Director's Report for June 2017**

Executive Director Livergood presented a written report in the packet.

### **Old Business**

- a. Bank and credit card fees  
Executive Director informed the trustees about banking practices.

### **New Business**

- a. Secretary's report: Approval of minutes of the Regular Meeting June 20, 2017

Trustee Kettman moved and Trustee Linsdau seconded that the minutes of the Regular Meeting June 20, 2017 be adopted as presented.

The motion carried on a voice vote.

Abstain: Farr Capizzi, Sutton

Absent: Colwell, Kotsinis

b. Monthly Financial report for May 2017

Treasurer Farr Capizzi moved and President Beckwith seconded that the Monthly Financial report for May 2017 be adopted as presented.

The motion carried on a voice vote.

Absent: Colwell, Kotsinis

c. Monthly Financial report for June 2017

The report was postponed for the next Committee of the Whole August 1, 2017.

Vice President Colwell arrived at 7:24 p.m.

d. Adoption of Ordinance 2017/2018-3 Tentative Annual Budget & Appropriation

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board approve Ordinance 2017/2018-3 Tentative Annual Budget & Appropriation for Fiscal Year 2017-2018.

The motion carried on a roll call vote as follows:

Ayes: Kettman, Linsdau, Sutton, Farr Capizzi, Colwell, Beckwith

Absent: Kotsinis

e. Setting the public hearing for the Annual Budget and Appropriation

Treasurer Farr Capizzi moved and President Beckwith seconded that the public hearing for the Annual Budget and Appropriation be set for Tuesday,

September 19, at 6:45 p.m. in the McCullough Room.

The motion carried on a roll call vote as follows:

Ayes: Colwell, Kettman, Sutton, Farr Capizzi, Linsdau, Beckwith

Absent: Kotsinis

f. Requirement for IPLAR 2017.

Executive Director Livergood offered an explanation. Treasurer Farr Capizzi and Trustee Linsdau volunteered to audit the minutes of the Regular Meetings Fiscal Year 2016/2017.

g. Semi-annual review of closed minutes.

President Beckwith explained the procedure. Vice President Colwell and Secretary Sutton presented a written report of the review in the board packet.

h. Other potentially actionable items: Agenda items for

i. August 2017 Committee of the Whole.

i. Finance

1. Skylights

- 2. Disaster Plan
- ii. Building and Grounds
  - 1. 2035 Disposal of Surplus Material/Personal Property
  - 2. 4001 Community/Interlibrary Cooperation
- iii. Policy
  - 1. Board Development: What to look for in financial statements
- iv. Personnel
  - 1. 280 Normal Weekly Hours
- v. General
  - 1. Trustee Development: United for Libraries Short Takes video
  - 2. Board Knowledge Project
  - 3. Reporting Board time
- j. Other potentially actionable items: Agenda items for
- k. August 2017 Regular Meeting.
  - i. Illinois Public Library Annual Report 2017 (IPLAR)
  - ii. Other. None.

**Public Forum.** None.

### **Announcements**

- a. By the chair:
  - i. Communications to the public.
    - Executive Director Livergood offered an update concerning the flooding impact in the area.
  - ii. Upcoming calendar
    - 1. Next Regular Board Meeting: Tuesday, August 15, 2017, 7:00 p.m.
    - 2. Next Advisory group and/or Committee Meetings:
      - a. Committee of the Whole: Tuesday, August 1, 2017, 7:00 p.m.
      - b. Art Acquisition Advisory Group: Tuesday, August 15, 2017, 7:00 p.m.
      - c. 7:00 p.m.
    - 3. Gurnee Days Parade: Sunday, August 12, 2017, 11:00 a.m.
    - 4. Bikers for Books: Sunday, August 27, 10:00 a.m. to 2:00 p.m.
    - 5. ILA Annual Conference, Tinley Park Convention Center
    - 6. October 10-12, 2017 (Trustee Day is Thursday, October 12, 2017).
- b. By other Trustees or Executive Director. None.

### **Adjournment**

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

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 7:44 p.m.

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Bonnie Sutton, Secretary

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

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Celia Ornelas, Recording Secretary