

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

Jo Beckwith, President  
George Kotsinis, Vice President  
Andrea Farr Capizzi, Treasurer  
Bonnie Sutton, Secretary

Jennifer Cheng  
Kathleen Kettman  
Anne Linsdau-Hoepfner

**Regular Board Meeting  
Tuesday, August 21, 2018  
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, Farr Capizzi, Kettman, Kotsinis, Linsdau and Sutton

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Jon VanPay, Josh Green, Joanne Tully, Janhvi Dubey, Miguel Cheng, Nicolas Cheng, Linsey Cheng, Jennifer Cheng, Rene Garward, Amanda Mietus, Megan Garward, Stephen Gardward, Mathew Waloski, Janet Colwell, Kevin Getty 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.

**Public Comments, Correspondence and Communications.** None.

**Trident Robotics Team Donation of 3D Printer**

Jahnvi Dubey, Trident Robotics Team leader, introduced herself and the team. She explained the purpose and the goals of the Trident Robotics team. The Trident Robotics Team presented a 3D printer, donated through the Abbott giving campaign, to WNPL. Janhvi thanked WNPL for their continuing collaboration, and specifically thanked Joanne Tully for being an inspirational leader and role model.

## **Consent Agenda**

- a. Secretary's report. Approval of minutes of:
  - i. Regular Meeting July 17, 2018
  - ii. Executive Session August 7, 2018, to be closed to the public
- b. Approval of payrolls for July 2018
- c. Approval of bills payable for June 2018
- d. Patron suggestions from July 2018
- e. Board policies for approval:
  - i. 1035 Legal Counsel and Professional Consultation
  - ii. 2010 Routine Banking Procedures
  - iii. 2025 Purchasing (Bids-Quotations)
- f. Personnel policies for approval:
  - i. 324 Employee Assistance Program
  - ii. 326 Flexible Spending Account

Vice President Colwell removed item a. i. and a. ii. from the Consent Agenda

Trustee Linsdau moved and Vice President Colwell seconded to approve the Consent Agenda minus items a. i. Regular minutes July 17, 2018 and a. ii. Executive Session minutes August 7, 2018.

The motion carried on a unanimous voice vote.

## **Items(s) removed from Consent Agenda**

Trustee Kotsinis moved and President Beckwith seconded to approve items a. i. Regular minutes July 17, 2018 and a. ii. Executive Session minutes August 7, 2018.

The motion carried on a roll call vote as follows:

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

Abstain: Colwell

## **Trustee Vacancy Update. Declaration of Vacancy in the Office of Library Trustee/Acceptance of Resignation of Trustee Tom Colwell**

President Beckwith moved and Trustee Linsdau seconded to accept the resignation of Tom Colwell with respect and gratitude for his service to WNPLD.

The motion carried on a roll call vote as follows:

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

Abstain: Colwell

## **Action as a Result of Consideration the Selection of a Person to Fill a Public Office. Appointment of a Person to Fill the Vacant Seat on the Library Board**

President Beckwith moved and Trustee Kotsinis seconded that the Board appoint Jennifer Cheng to the WNPLD Board of Trustees.

The motion carried on a roll call vote as follows:

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

### **Swearing in of Newly Appointed Trustee by the Secretary**

Secretary Sutton administered the Oath of Office to newly appointed Trustee Jennifer Cheng.

### **Approval of Board Roster**

President Beckwith moved and Trustee Linsdau 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: Kettman, Farr Capizzi, Sutton, Kotsinis, Cheng, Linsdau, Beckwith

### **Resolution of Appreciation in Honor of Trustee Tom Colwell**

President Beckwith read the Resolution of Appreciation for Trustee Tom Colwell. President Beckwith moved and Treasurer Farr Capizzi seconded to adopt the Resolution of Appreciation honoring Tom Colwell as presented.

The motion carried on a roll call vote as follows:

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

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

The meeting resumed following the break at 7:42 p.m.

President Beckwith moved and Trustee Kotsinis seconded to edit the social time from the video.

The motion carried on a unanimous voice vote.

### **Election for Vice President**

President Beckwith moved and Trustee Kettman seconded to nominate Trustee George Kotsinis as Vice President of the Board.

The motion carried on a roll call vote as follows:

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

### **Appointment of Building & Grounds Chair**

President Beckwith appointed Vice President Kotsinis as Chairperson of Buildings & Grounds.

## **President's Report**

President Beckwith presented a written report in the packet.

## **Reports of Other Trustees**

Vice President Kotsinis marched in the Parade at Gurnee Days on August 10, 2018. He felt privileged to represent the Library in the parade. Treasurer Farr Capizzi also marched in the Parade. She reported that Trustee Kotsinis' young son led the Warren-Newport Public Library team and marched in front of the WNPL banner.

## **Reports of the Standing Committees**

- a. Committee of the Whole – Meeting of June 5, 2018
  - i. General, Finance and Personnel
  - ii. Policy

## **Executive Director's Report for July 2018**

Executive Director Livergood presented a written report in the packet.

## **Old Business**

- a. Semi Annual review of closed minutes

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded to approve the Semi Annual review of closed minutes as presented.

The motion carried on a voice vote.

## **New Business**

- a. Monthly financial report for June 2018

Treasurer Farr Capizzi moved and Trustee Kettman seconded to approve the monthly financial report June 2018 as presented.

The motion carried on a voice vote.

- b. Illinois Public Library Annual Report (IPLAR) for 2018

Trustee Linsdau moved and President Beckwith seconded to approve the Illinois Public Library Annual Report (IPLAR) for 2018 as presented.

The motion carried on a unanimous voice vote.

- c. Other potentially actionable items: Agenda items for August 2018

Regular Meeting

- i. FY 2018-2019 Budget
- ii. Budget and Appropriation Ordinance
- iii. Proclamation Friends of the Library Week

- iv. Audit
- v. Treasurer's Annual Report of all Receipts and Expenditures
- vi. Transfer unexpended funds from prior FY to Special Reserve Fund
- vii. Other

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    1. Friends of the Library meeting: Thursday, August 23, 2018, 1:00 p.m.
    2. September is Library Card Sign-up Month.
    3. Library Closed, Labor Day, Monday, September 3, 2018.
    4. Next Committee of the Whole: Tuesday, September 4, 2018, 7:00 p.m.
    5. Public Hearing: Monday, September 17, 2018, 6:45 p.m.
    6. Next Regular Board Meeting: Monday, September 17, 2018, 7:00 p.m.
    7. Tuesday, September 18, 2018, first day to circulate nomination petitions for the office of Library Trustee, Consolidated Election April 2, 2019.
    8. Banned Books Week, Sunday, September 23-29, 2018.
    9. Celebration Square Dedication Event, Saturday, November 3, 2:00 p.m.

**Adjournment**

Trustee Kotsinis moved and Trustee Beckwith seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 8:09 p.m.

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Bonnie Sutton, Secretary

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

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Celia G. Ornelas, Recording Secretary