

**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, October 17, 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, Linsdau and Sutton

Trustees absent: Colwell, Kettman and Kotsinis

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Doug Wideburg, Chris McClure, Jan Marsh, and Nancy Sheldon.

Pledge of Allegiance

President Beckwith led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Beckwith read the Mission Statement aloud.

Trustee Kotsinis arrived at 7:01 p.m.

Correspondence, Communications, and Public Comments

a. Written:

i. Memoranda from legal counsel. None.

ii. Other.

President Beckwith received a letter from State of Illinois Comptroller, Susana A. Mendoza, regarding a new requirement for local government audit reports. She passed a copy to the Trustees. Executive Director Livergood explained that WNPL is already in compliance.

iii. Public Comment. None.

Presentation of Audited Financial Statement for Fiscal Year Ended June 30, 2017

Chris McClure provided substantial information. He was thankful for the opportunity to work with WNPL for eight years. The Board of Trustees thanked Chris McClure for his professionalism in working with Warren-Newport Public Library District.

Secretary Sutton moved and Trustee Linsdau seconded that the Financial Statement for Fiscal Year Ended June 30, 2017, as audited by McClure, Inserra, and Company, Chartered, be accepted for filing.

The motion carried on a roll call vote as follows:

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

Absent: Kettman, Colwell

Consent Agenda

- a. Approval of payrolls for September 2017.
- b. Approval of bills payable for October 2017.
- c. Patron suggestions from September 2017.
- d. Board policies for approval:
 - i. 2030 Fixed Asset Inventory and Depreciation

Treasurer Farr Capizzi moved and President Beckwith seconded the Board accept the Consent Agenda as presented.

The motion carried on a voice vote.

Absent: Kettman, Colwell

President's Report

President Beckwith presented a written report at the meeting.

Reports of Other Trustees

Trustee Kotsinis congratulated the Library Staff for the *Light Up the Night*, after-hours program on Friday, October 13. It was a very good and well put together program. Trustee Kotsinis reported that his son enjoyed it very much.

Reports of Standing Committees

- a. Committee of the Whole – Meeting of October 3, 2017
 - i. General and Personnel
 - ii. Building and Grounds
 - iii. Finance. None.

iv. Policy

Executive Director's Report for September 2017

Executive Director Livergood presented a written report in the packet.

Unfinished Business

a. LoanStar Update.

Executive Director Livergood gave an update and presented the free telescope provided by the LoanStar program.

b. Auditor Search.

Treasurer Farr Capizzi will be working with Secretary Sutton and Trustee Linsdau in seeking proposals for a new Auditor.

New Business

a. Secretary's reports: Approval of minutes.

i. Public Hearing: Budget & Appropriation for Fiscal Year 2017-2018

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board approve the minutes of Public Hearing: Budget & Appropriation for Fiscal Year 2017-2018 as presented.

The motion carried on a roll call vote as follows:

Ayes: Kotsinis, Linsdau, Farr Capizzi, Beckwith

Abstain: Sutton

Absent: Colwell, Kettman

ii. Regular Board Meeting September 19, 2017

President Beckwith moved and Treasurer Farr Capizzi seconded that the Board approve the minutes of the Regular Board Meeting September 19, 2017 as presented.

The motion carried on a roll call vote as follows:

Ayes: Kotsinis, Linsdau, Farr Capizzi, Beckwith

Abstain: Sutton

Absent: Colwell, Kettman

b. Monthly Financial Reports for August 2017

Treasurer Farr Capizzi moved and Trustee Kotsinis seconded that the Board approve the Monthly Financial Reports for August 2017 as presented.

The motion carried on a voice vote.

Absent: Kettman, Colwell

c. Resolution 2017/2018-2 To Determine the Estimate of Funds Needed

Executive Director Livergood presented the Resolution at the meeting. Treasurer Farr Capizzi moved and President Beckwith seconded that the Board adopt Resolution 2017/2018-2 To Determine the Estimate of Funds Needed for Fiscal Year 2017-2018 as presented.

The motion carried on a roll call vote as follows:

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

Absent: Kettman, Colwell

- d. Approval of Wintrust Wealth Management Non-Corporate Agreement in order to establish brokerage account

Executive Director gave information.

President Beckwith moved and Treasurer Farr Capizzi seconded that the Wintrust Wealth Management Non-Corporate agreement be approved.

The motion carried on a roll call vote as follows:

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

Absent: Colwell, Kettman

- e. Policy 1001 Bylaws

President Beckwith moved and Trustee Kotsinis seconded that the Board accept Policy 1001 Bylaws as presented.

The motion carried on a roll call vote as follows:

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

Absent: Colwell, Kettman

- f. Other potentially actionable items: Agenda items for November 2017 Regular Meeting.

- i. Annual Levy Ordinance

- ii. Year-end bonuses for staff.

- iii. Executive Director's Annual Performance Evaluation

- iv. Treasurer's Report of Annual Receipts and Disbursements

- v. Other.

Public Forum. None.

Announcements

- a. By the chair:

- i. Upcoming calendar

- 1. Debbie Hoffman public recognition event: Monday, October 30, 2017, 2:00 p.m.

- 2. Next Regular Board Meeting: Tuesday, November 21, 2017, 7:00 p.m.

3. Next Committee of the Whole: Wednesday, November 1, 2017, 7:00 p.m.

Adjournment

Treasurer Farr Capizzi moved and Trustee Linsdau seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 8:05 p.m.

Bonnie Sutton, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary