

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

Jo Beckwith, President	Katherine Arnold
George Kotsinis, Vice President	Jennifer Cheng
Bonnie Sutton, Secretary	Anne Linsdau-Hoepfner
Andrea Farr Capizzi, Treasurer	

**Regular Board Meeting  
Tuesday, October 15, 2019  
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: Arnold, Beckwith, Cheng, Farr Capizzi, Kotsinis, Linsdau and Sutton.

Also present: Executive Director Ryan Livergood, Celia G. Ornelas Recording Secretary, Noreen Reese and Sandy Beda.

**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, Correspondence and Communications**

- a. Public Comments. None
- b. Written:
  - i. President Beckwith received a letter of congratulations for her recent election as Trustee of Warren-Newport Public Library District from Sandy Hart, Chair of Lake County Board.

**Presentation of Audited Financial Statement by Eder, Casella & Company for FY ended June 30, 2019**

Kevin Smith of Eder, Casella & Company presented the audited financial statement for FY ending June 30, 2019.

Treasurer Farr Capizzi moved and Trustee Cheng seconded that the Financial Statement for FY ending June 30, 2019 as audited by Eder, Casella & Company be accepted for filing.

The motion carried on a roll call vote:

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

### **Consent Agenda**

- a. Secretary's Report. Approval of Minutes of the Regular Meeting August 20, 2019.
  - i. Public Hearing: Budget & Appropriation for Fiscal Year 2019-2020 September 17, 2019
  - ii. Regular Meeting September 17, 2019
  - iii. Executive Session October 1, 2019
- b. Reports of Standing Committees. Committee of the Whole Meeting October 1, 2019.
  - i. Finance
  - ii. Building and Grounds
  - iii. Policy
  - iv. Summary, Personnel and General
- c. Monthly Financial Report for August 2019
- d. Approval of payrolls for September 2019.
- e. Approval of bills payable for August 2019.
- f. Patron suggestions from September 2019.
- g. Approval of Board Policies:
  - i. 1030 Board Executive Director Responsibilities
  - ii. 1050 Board Correspondence
  - iii. 4030 FOIA
- h. Elimination of Board Policy 1059 WNPLD Development Council

Vice President Kotsinis moved and President Beckwith seconded that the Consent Agenda be approved as presented.

The motion carried on a unanimous voice vote.

### **President's Report**

President Beckwith presented a written report in the packet.

### **Reports of Other Trustees**

Vice President Kotsinis congratulated Executive Director Livergood for partnering with the 2020 Gurnee Complete Census Committee.

## **Executive Director's Report, to Include Updates on the Flex Project and Landscaping**

Executive Director Livergood presented a written report in the packet.

### **New Business**

- a. Resolution 2019/2020-5 to Determine Estimate of Funds Needed for FY 2019-2020.

President Beckwith moved and Trustee Arnold seconded that the Resolution 2019/2020-5 to Determine Estimate of Funds Needed for FY 2019-2020, be adopted.

The motion carried on a roll call vote.

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

- b. Strategic Plan Timeline.  
Executive Director Livergood gave an update.
- c. Quarterly Board self-evaluation board goals.  
Board goals were discussed. Trustees Farr Capizzi and Trustee Cheng will collaborate to finish the Treasurer's binder.
- d. Executive Director's Annual Performance Evaluation.  
President Beckwith will compile the Executive Director's evaluation survey.
- e. Per Capita Grant Requirements.  
Executive Director Livergood presented printed information for this year's Per Capita requirements. Deadline to complete this year's Per Capita requirements is November 19, 2019.
- f. Other potentially actionable items: Agenda items for November 2019 Regular Meeting.
  - i. Annual Levy Ordinance.
  - ii. Year-end bonuses for staff.
  - iii. Treasurer's Report of Annual Receipts and Disbursements.

### **Public Forum.**

Deputy Director Reese was amazed by the Stuffed Animal Sleepover event that took place on Friday, October 11, 2019. She stated that Steven Jacobs, Web Services Librarian, provided an exceptional event for children and their stuffed animals. The children picked up their pals the next day, and they received pictures of all the activities their pals participated in during the sleepover.

**Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    1. Flex Dedication Public Event, Saturday, October 19, 2019, 10:30 a.m.
    2. ILA Annual Conference: October 22-24, 2019. Trustee Forum, Thursday, October 24, 2019.
    3. Friends of the Library meeting: Thursday, October 24, 2019.
    4. Next Committee of the Whole Meeting: Tuesday, November 5, 2019, 7:00 p.m.
    5. Regular Board Meeting: Tuesday, November 19, 2019, 7:00 p.m.

**Adjournment**

Trustee Linsdau moved and President Beckwith seconded that the meeting be adjourned.

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 7:36 p.m.

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Bonnie Sutton, Secretary

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

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Celia G. Ornelas, Recording