

**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, November 21, 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, Farr Capizzi, Kettman, Linsdau and Sutton

Trustees absent: Kotsinis

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Jan Marsh, Noreen Reese, Dylan Richards, Aaron Richards, Isaac Noob, Ben Richards 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.

**First New Business**

President Beckwith moved and Treasurer Farr Capizzi seconded to postpone First New Business until Nancy Sheldon arrives.

The motion carried on a voice vote.

Absent: Kotsinis

**Public Comments, Correspondence and Communications**

- a. Public Comments. None.
- b. Written. None

### **Consent Agenda**

- a. Approval of payrolls for October 2017.
- b. Approval of bills payable for November 2017.
- c. Patron suggestions from October 2017.
- d. Approval of Policy 4013 Gift Donation

Treasurer Farr Capizzi moved and President Beckwith seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Kotsinis

### **President's Report**

President Beckwith presented a written report.

**Reports of Other Trustees.** None.

### **Reports of Standing Committees**

- a. Committee of the Whole – Meeting of November 1, 2017
  - i. General and Personnel
  - ii. Building and Grounds
  - iii. Policy
- b. Finance Committee – Meeting of November 1, 2017
  - i. Auditor Search

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

Executive Director Livergood presented a written report in the packet.

Vice President Colwell moved and Secretary Sutton seconded to go back to First New Business.

The motion carried on a voice vote.

Absent: Kotsinis

### **First New Business**

- a. Board Policy 2022 Endowment Fund.

Treasurer Farr Capizzi moved and President Beckwith seconded that Policy 2022 Endowment Fund be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Kotsinis

Trustee Kotsinis arrived at 7:03 p.m.

b. Ordinance 2017/2018-5 Ordinance Establishing Endowment Fund. Treasurer Farr Capizzi moved and President Beckwith seconded that the Board adopt Ordinance 2017/2018-5, in order to establish an Endowment Fund.

The motion carried on a roll call vote as follows:

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

c. Acceptance of Nancy and Irv Sheldon's donation to establish endowment fund.

President Beckwith moved and Vice President Colwell seconded that the Board acknowledge the generosity of Nancy and Irv Sheldon with grateful acceptance of their donation of \$25,000 for the establishment of an endowment fund to benefit the Warren-Newport Public Library District and its users for years to come.

The motion carried on a roll call vote as follows:

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

### **Unfinished Business**

a. Skylight update.

Executive Director Livergood presented a report which included several pictures of the skylight involved, and updated the Board regarding the progress of the repairs.

### **Second New Business**

a. Ordinance 2017/2018-6 Annual Levy.

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board adopt Ordinance 2017/2018-6 Levy for Fiscal Year 2017-2018.

The motion carried on a roll call vote as follows:

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

b. Secretary's reports: Approval of minutes of the Regular Board Meeting October 17, 2017

Treasurer Farr Capizzi moved and Secretary Sutton seconded that the Board approve the minutes of the Regular Board Meeting October 17, 2017 as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Colwell, Kettman

c. Monthly Financial Reports for September 2017

Treasurer Farr Capizzi moved and Trustee Kotsinis seconded that the Board approve Monthly Financial Reports for August 2017 as presented.  
The motion carried on a voice vote.

d. Treasurer's report of annual receipts and disbursements.

The report was not completed at this time, and as a result, the report will be distributed at the next month's Regular Board Meeting for approval.

e. Year-end bonuses for staff.

Trustee Kotsinis moved and Trustee Linsdau seconded that the Board celebrate WNPL's wonderful Library Staff for their service to our community and that we acknowledge their excellent work with the staff bonuses included in the current budget prior to December 31, 2017.

The motion carried on a roll call vote as follows:

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

Abstain: Colwell

f. Semi-annual review of closed Executive Session minutes

President Beckwith reminded Vice President Colwell and Secretary Sutton that they need to review the closed executive session minutes and recordings prior to the January Regular Board meeting.

g. Per Capita Grant Requirements.

Executive Director Livergood explained information that was included in the board packet regarding the Per Capita Grant.

h. Reading History Opt In

Executive Director Livergood will further discuss this information at the next Regular Board Meeting for approval.

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

i. Semi-annual review of closed Executive Session minutes

ii. Per Capita Grant.

**Enter into Executive Session to review the performance of a specific employee [5ILCS 120/2.(c)(1)]**

Treasurer Farr Capizzi moved and Secretary Sutton seconded that the Board enter into Executive Session 5ILCS 120/2.(c)(1) to discuss the performance of the Executive Director.

The motion carried on a voice vote.

Enter into Executive Session at 7:43 p.m.

## **Reconvene Regular Meeting**

The Board reconvened in open session at 8:58 p.m.

**Public Forum.** None.

## **Announcements**

- a. By the chair:
  - i. Communications to the public
  - ii. Upcoming calendar
    1. Next Regular Board Meeting: Tuesday, December 19, 2017, 7:00 p.m.
    2. Next Committee of the Whole: Tuesday, December 5, 2017, 7:00 p.m.
  
- b. By other Trustees or Executive Director.

Secretary Sutton shared a conversation she had with a colleague who has a son attending Millburn School. Gavin Kingery, a fifth grade student, wrote about things he was thankful for this Thanksgiving season. Secretary Sutton read his words stating that he was thankful for books that Warren-Newport Public Library offers. Gavin stated that books are very important to him, that they had helped him through some hard times in his life, and also that books sometimes offered him a way to escape from the world.

## **Adjournment**

Treasurer Farr Capizzi moved and Vice President Colwell seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the meeting at 9:03 p.m.

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Bonnie Sutton, Secretary

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

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Celia G. Ornelas, Recording Secretary