

**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-Hoeppe

**“Truth in Taxation”  
Public Hearing for the Annual Levy  
Tuesday, November 20, 2018  
McCullough Room**

**Call to Order, Roll Call, and Determination of Quorum**

President Beckwith called the Meeting to order at 6:45 p.m.

Trustees present: Beckwith, Cheng, Farr Capizzi, Kettman, Linsdau and Sutton.

Trustees absent: Kotsinis.

Trustee Kotsinis arrived at 6:49 p.m.

Also present: Executive Director Ryan Livergood, Recording Secretary Sandra Beda, Noreen Reese, Kevin Getty and Meg Schmaus.

**Public Comments.** None.

**Adjournment**

President Beckwith moved and Vice President Kotsinis seconded that the Public Hearing be adjourned.

The motion carried on a voice vote.

President Beckwith adjourned the Public Hearing at 7:00 p.m.

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

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

**Regular Board Meeting  
Tuesday, November 20, 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, Cheng, Farr Capizzi, Kettman, Kotsinis, Linsdau and Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Sandra Beda, Noreen Reese and Meg Schmaus.

**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.** None.

**Consent Agenda**

- a. Reports of standing committees. Committee of the Whole – Meeting of November 6, 2018.
  - i. Summary and General
  - ii. Finance
  - iii. Policy
  - iv. Building & Grounds
- b. Approval of payrolls for October 2018.
- c. Approval of bills payable for September 2018.
- d. Patron suggestions from October 2018.

Trustee Kettman moved and Trustee Linsdau 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.** None.

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

Executive Director Livergood presented a written report in the packet.

### **Unfinished Business**

- a. Approval of financial statements for July and August.

Executive Director Livergood gave an oral update.

Treasurer Farr Capizzi moved and Trustee Linsdau seconded to approve the July and August financial statements as presented.

The motion carried on a unanimous voice vote.

- b. Update of Audited Financial statement by Eder, Casella & Company for FY ended June 30, 2018

Executive Director Livergood gave an oral update.

- c. Update of Treasurer's report of annual receipts and disbursements.

Executive Director Livergood gave an oral update.

### **New Business**

- a. Secretary's report. Approval of minutes of the Regular Meeting October 16, 2018.

Trustee Linsdau moved and Trustee Kettman seconded to approve the minutes of the Regular Meeting October 16, 2018 as amended.

The motion carried on a unanimous voice vote.

- b. Policy 3023 Fines and Fees.

Vice President Kotsinis moved and Trustee Cheng seconded to approve Policy 3023 Fines and Fees, amending Article 1 to add the starting date of the new no fines policy, and otherwise as presented.

The motion carried on a unanimous voice vote.

Executive Director left the meeting at 7:22 p.m.

Executive Director returned to the meeting at 7:23 p.m.

c. Policy 3050 Meeting Rooms

President Beckwith moved and Secretary Sutton seconded to approve Policy 3050 Meeting Rooms as presented.

The motion carried on a unanimous voice vote.

d. Ordinance 2018/2019-5 Annual Levy.

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded that Ordinance 2018/2019-5 Annual Levy Ordinance be approved as presented.

The motion carried on a roll call vote as follows:

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

e. Year-end bonuses for staff.

Treasurer Farr Capizzi moved and President Beckwith 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, 2018.

The motion carried on a roll call vote as follows:

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

f. Other potentially actionable items: Agenda items for December 2018 Regular Meeting.

- i. Submission of Per Capita Grant Application 2019
- ii. Semi-annual review of closed session minutes
- iii. Update on Strategic planning 2016-2018
- iv. Executive Director Annual Performance Evaluation

**Enter Into Executive Session to Review the Performance of a Specific Employee [5ILCS 120/2.(c)(1)]**

Trustee Kettman moved and President Beckwith 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 unanimous voice vote.

Executive Session started at 7:31 p.m.

**Reconvene Regular Meeting**

Regular meeting reconvened at 8:29 p.m.

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Communications to the public.  
Treasurer Capizzi wished a Happy Thanksgiving to everyone.
  - ii. Upcoming calendar
    - 1. Next Committee of the Whole: Tuesday, December 4, 2018, 7:00 p.m.
    - 2. Next Regular Board Meeting: Tuesday, December 18, 2018, 7:00 p.m.
    - 3. Filing nomination papers for the April 2, 2019 consolidated election: December 10-17, 2018, 9 a.m. – 4:30 p.m. (With the exception of Monday 17, 2018, 9 a.m. until 5 p.m.)
    - 4. Lottery for order on ballot: Tuesday, December 18, 2018, 9:30 a.m. McCullough Room.

**Adjournment**

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

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 8:30 p.m.

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Bonnie Sutton, Secretary

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

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Sandra Beda, Recording Secretary