

To enrich, empower, and enlighten the people of the Warren-Newport Public Library District. — Mission statement approved by the Board of Trustees, July 18, 2023.

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

George Kotsinis, President	Katherine Arnold
Celeste Flores, Vice President	Wendy Hamilton
Jo Beckwith, Secretary	Bonnie Sutton
Andrea Farr Capizzi, Treasurer	

**Regular Board Meeting
Tuesday, April 16, 2024
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

President Kotsinis called the Meeting to order at 7:00 p.m.

Trustees present: Beckwith, Farr Capizzi, Kotsinis, Hamilton and Sutton.

Trustees absent: Arnold, Flores.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh, Smruti Savarkar, Ed Gallagher and Mike Barr.

Pledge of Allegiance

President Kotsinis led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Kotsinis read the Mission Statement aloud.

Public Comments, Correspondence and Communications

- a. Public Comments. None.
- b. Patron's letter to the Board of Trustees.

New Business Part 1

a. Resolution of Appreciation to Mike Barr and Ed Gallagher
Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Resolution of Appreciation to Mike Barr and Ed Gallagher be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Arnold

- b. Approval of WNPL Report for Compliance with Decennial Committees on Local Government Efficiency

Secretary Beckwith moved and Trustee Hamilton seconded that the Board approve the WNPL Report for Compliance with Decennial Committees on Local Government Efficiency to be submitted to the Lake County Clerk's Office pursuant to Law.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Arnold

- c. Dissolution of Committee on Local Government Efficiency Public Act

Secretary Beckwith moved and Trustee Sutton seconded to dissolve the Committee on Local Government Efficiency Public Act.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Arnold

- d. Recess for Informal Acknowledgement of Resident Committee Members

The Board of Trustees entered informal recess at 7:08 p.m.

The meeting was back in session at 7:22 p.m.

Consent Agenda

- a. Approval of Secretary's reports: Minutes of Regular Meeting March 19, 2024

- b. Reports of Standing Committees:

- i. Decennial Committee April 2, 2024
- ii. Committee of the Whole April 2, 2024
 - 1. Finance
 - 2. Building and Grounds
 - 3. Policy
 - 4. Summary, Personnel and General

- c. Monthly Financial Statements for February 2024

- d. Approval of payrolls for March 2024

- e. Approval of bills payable for February 2024

- f. Patron Suggestions March 2024

- g. Approval of Board Policies:

- i. 3020 Circulation
- ii. 3030 Programing

- h. Approval of Personnel Policy 316 Health Insurance

Trustee Hamilton moved and Trustee Sutton seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Arnold, Flores

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report April 2024

Executive Director Livergood presented a written report in the packet.

Old Business

a. Automated Materials Handling System
Executive Director Livergood gave an oral update.

b. Mobile Services Presentation
Executive Director Livergood gave an oral update.

New Business Part 2

a. Ordinance 2023/2024-7 Ordinance Amending Budget and Appropriation Ordinance for Fiscal Year 2023-2024
Secretary Beckwith moved and Trustee Hamilton seconded that Ordinance 2023-2024-7 Ordinance Amending Budget and Appropriation Ordinance for Fiscal Year 2023-2024 be adopted as presented.
The motion carried on a roll call vote as follows:
Ayes: Beckwith, Farr Capizzi, Hamilton, Sutton, Kotsinis
Absent: Flores, Arnold

b. Adoption of Personnel Policy 321 Staff Recognition
Treasurer Farr Capizzi moved and Trustee Sutton seconded that Personnel Policy 321 Staff Recognition be adopted as presented.
The motion carried on a roll call vote as follows:
Ayes: Farr Capizzi, Sutton, Beckwith, Hamilton, Kotsinis
Absent: Flores, Arnold

c. Approval the Closing of the Library on May 14, 2025, from 9 a.m. to 1 p.m. for Staff Development Day – Emergency Drills
Trustee Sutton moved and Treasurer Farr Capizzi seconded that the Board approve the closing of the Library on Tuesday, May 14, 2024, from 9 a.m. to 1 p.m. for staff development day – Emergency Drills.
The motion carried on a roll call vote as follows:
Ayes: Hamilton, Farr Capizzi, Sutton, Beckwith, Kotsinis
Absent: Flores, Arnold

- d. Other potentially actionable items: Agenda items for April 2024 Regular Meeting.
 - i. Financial Statements for May 2024
 - ii. Review of the latest FY 2024-2025 Budget draft and discussion
 - iii. Tentative transfer of fund from Expendable Trust to Endowment Fund
 - iv. 2023-2025 WNPL Strategic Plan update
 - v. Bookmobile update
 - vi. Service model transition for Mobile Services: community survey
 - vii. Board Policies
 - 1. Maker Space (Adoption of New Policy)
 - 2. 3010 Hours of Operation
 - viii. Personnel Policies
 - 1. 304 Illinois Paid Leave for All Workers Act
 - 2. Tuition Reimbursement (Adoption of New Policy)

Public Forum. None.

Smruti Savarkar, Head of IT, expressed gratitude to the Board of Trustees and Executive Director for their unwavering support and trust in facilitating all technology updates.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Special Meeting, Tuesday, May 7, 2024, 7 p.m.
 - 2. Committee of the Whole Meeting: Tuesday, May 7, 2024, 7:15 p.m.
 - 3. Library Closed May 14, 2024, from 9 a.m. to 1 p.m. for Staff Development
 - 4. Regular Meeting: Tuesday, May 21, 2024, 7:00 p.m.

Adjournment

Secretary Beckwith moved and Trustee Sutton seconded that the meeting be adjourned.

The motion carried on a voice vote.

President Kotsinis adjourned the meeting at 7:47 p.m.

/s/Jo Beckwith
Jo Beckwith, Secretary

Approved: May 21, 2024

/s/Celia G. Ornelas
Celia G. Ornelas, Recording Secretary