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

Regular Board Meeting Tuesday, May 21, 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: Arnold, Beckwith, Farr Capizzi, Flores, Kotsinis, Hamilton and Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh, Smruti Savarkar and Jen Hoy.

## 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. Written:
  - i. Invitations to the Board of Trustees for the Volunteer Luncheon.

#### Consent Agenda

- a. Monthly Financial Statements for March 2024
- b. Approval of payrolls for April 2024
- c. Approval of bills payable for March 2024
- d. Patron Suggestions April 2024
- e. Approval of Board Policies:
  - i. 2001 Budget
  - ii. 2005 Investment of Public Funds

f. Approval of Personnel Policy 304 Illinois Paid Leave for All Workers Act Treasurer Farr Capizzi moved and Trustee Sutton seconded that the Consent Agenda be approved as presented.

The motion carried on a unanimous voice vote.

### President's Report

President Kotsinis presented a written report in the packet.

### **Reports of Other Trustees**

Vice President Flores attended the Love Your Library Event on April 27, 2024. Trustee Arnold shared that she recently borrowed her first item from the Library of Things and her daughter is fully enjoying it.

## **Executive Director's Report May 2024**

Executive Director Livergood presented a written report in the packet.

#### **Old Business**

- a. Automated Materials Handling System
  Executive Director Livergood gave an oral report.
- b. Mobile Services Update
  Executive Director Livergood gave an oral report.
- c. FY 2024-2025 budget process update Executive Director Livergood gave an oral report.

#### **New Business**

- a. Approval of Secretary's reports:
  - i. Minutes of Regular Meeting April 16, 2024

Trustee Sutton moved and Trustee Hamilton seconded that the Secretary's Reports be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Arnold, Flores

Approval of Secretary's reports:

ii. Minutes of Special Meeting May 7, 2024

Trustee Hamilton moved and Trustee Sutton seconded that the Secretary's Reports be approved as presented.

The motion carried on a roll call vote as follows:

Warren-Newport Public Library District Board of Trustees—Minutes of Regular Meeting May 21, 2024– Page 2 of 4 Ayes: Farr Capizzi, Hamilton, Sutton, Beckwith, Arnold, Kotsinis

Abstain: Flores

- b. Reports of Standing Committees: Committee of the Whole May 7, 2024:
  - i. Finance
  - ii. Building & Grounds
  - iii. Policy
  - iv. Summary, Personnel and General

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Committee of the Whole Reports May 7, 2024, be approved as presented. The motion carried on a roll call vote as follows:

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

- c. Approval of Board Policy 3048 The Workshop Executive Director Livergood gave an oral report.
- d. Tentative transfer of funds from Expendable Trust to Endowment Fund. Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Board approve the transfer of \$10,000 from Expendable Trust to Endowment Fund. The motion carried on a roll call vote as follows:

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

- e. 2023-2025 WNPL Strategic Plan update Executive Director Livergood gave an oral report.
- f. Other potentially actionable items: Agenda items for June 2024 Regular Meeting.
  - i. Financial Statements for April 2024
  - ii. Ordinance for Regular Meetings Schedule for FY 2024-2025
  - iii. Ordinance to Transfer Money to the Special Reserve Fund
  - iv. Adoption of Annual Budget for FY 2024-2025
  - v. Window signage update
  - vi. Executive Director quarterly review
  - vii. Semi-annual review of closed session minutes
- viii. Board Policies
  - 1. 2015 Imprest Account
  - 2. 2022 Endowment Fund
  - 3. 3010 Hours of Operation
  - 4. 3048 The Workshop
- ix. Personnel Policies
  - 1. 314 Educational Assistance

Public Forum. None.

#### **Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    - 1. Library Closed All Day, Memorial Day, May 27, 2024
    - 2. Committee of the Whole Meeting: Tuesday, June 4, 2024, 7:00 p.m.
    - 3. Library Closed All Day, Father's Day, Sunday, June 16, 2024
    - 4. Regular Meeting: Tuesday, June 18, 2024, 7:00 p.m.

# Enter into Executive Session (5ILCS 120/2.(c)(1)] to review the compensation and performance of specific employees of the public body

President Kotsinis moved and Trustee Arnold seconded that the Board enter into Executive Session [5ILCS 120/2.(c)(1)] to review the compensation and performance of specific employees with Executive Director Livergood, Deputy Director Raleigh and Human Resources Manager Hoy present.

The motion carried on a roll call vote as follows:

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

Executive session started at 7:35 p.m.

## Reconvene Regular Meeting

Regular Meeting reconvened at 8:23 p.m.

#### Adjournment

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

The motion carried on a unanimous voice vote.

President Kotsinis adjourned the meeting at 8:23 p.m.

Jo Beckwith, Secretary
Approved: June 18, 2024
/s/ <i>Celia G. Ornelas</i> Celia G. Ornelas, Recording Secretary

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