

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, 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:

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.

