

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, June 18, 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, Flores, Kotsinis, Hamilton and Sutton.

Trustees absent: Arnold.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh, Smruti Savarkar, Kathie Johnston 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. Kathie Johnston expressed her concerns to the Board of Trustees and presented a written document.
- b. Written letter from the Office of the Secretary of State Alexi Giannoulis awarding the Warren-Newport Public Library District a FY 2024 Per Capita grant in the amount of \$98,718.35.

Consent Agenda

- a. Approval of Secretary's Reports:
 - i. Minutes of Regular Meeting May 21, 2024
 - ii. Minutes of Executive Session May 21, to remain closed to the public
- b. Approval of payrolls for May 2024
- c. Approval of bills payable for April 2024
- d. Patron Suggestions May 2024
- e. Approval of Board Policies:
 - i. 2015 Imprest Account
 - ii. 2022 Endowment Fund
 - iii. 2040 Wage Scale

Secretary Beckwith moved and Vice President Flores seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

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

Absent: Arnold

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees

Trustee Sutton expressed her gratitude to President Kotsinis for helping her with the Building & Grounds Report for Committee of the Whole on June 4, 2024.

Treasurer Farr Capizzi expressed her gratitude to Trustee Hamilton for helping her with the Finance Report for Committee of the Whole on June 4, 2024.

Executive Director's Report June 2024

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Space audit report update
Executive Director Livergood presented a written report in the packet.

- b. Approval of Annual Budget for FY 024-2025

Executive Director Livergood presented a written report in the packet.

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Board approve the Annual Budget for FY 2024-2025 as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

c. Approval of Board Policy 3010 Hours of Operation

Executive Director Livergood gave an oral report.

Trustee Sutton moved and Trustee Hamilton seconded that Board Policy 3010 Hours of Operation be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

New Business

a. Approval of monthly Financial Statements for April 2024

Treasurer Farr Capizzi moved and Trustee Sutton seconded that the Board approve the monthly financial statements for April 2024 as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

b. Reports of Standing Committees: Committee of the Whole June 4, 2024:

i. Finance

ii. Building & Grounds

iii. Policy

iv. Summary, Personnel and General

President Kotsinis moved and Vice President Flores seconded that the Reports for Committee of the Whole June 4, 2024, be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Flores, Beckwith, Kotsinis

Abstain: Sutton, Farr Capizzi

Absent: Arnold

c. Approval of Personnel Policy 314 Educational Assistance

Secretary Beckwith moved and Vice President Flores seconded that Personnel Policy 314 Educational Assistant be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

d. Ordinance 2023/2024-8 Schedule of Regular Meetings for FY 2024-2025.

Vice President Flores moved and Trustee Sutton seconded that the Board approve Ordinance 2023/2024-8 Schedule of Regular Meetings for FY 2024-2025 as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

e. Ordinance 2023/2024-9 To Transfer Money to the Special Reserve Fund
Treasurer Farr Capizzi moved and Secretary Beckwith seconded that
Ordinance 2023/2024-9 To Transfer \$600,000 from the General Corporation
Fund to the Special Reserve Fund be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

- f. Board quarterly self-evaluation and goals
Executive Director Livergood presented a written report in the packet.
- g. Other potentially actionable items: Agenda items for July 2024 Regular Meeting.
 - i. Financial Statements for May 2024
 - ii. Building and Maintenance Tax Ordinance
 - iii. Annual Review of Non-resident Card Program Ordinance
 - iv. Tentative Budget and Appropriations Ordinance
 - v. Annual Audit of Secretary's Report for FY 2023-2024
 - vi. Semi-annual review of closed session minutes
 - vii. Executive Director quarterly review
 - viii. Window signage update
 - ix. Board Policies
 - 1. 3048 The Workshop
 - 2. 4030 FOIA

Public Forum

Mike Barr expressed his appreciation for the detailed FY 2024-2025 Budget included in the board packet. Additionally, he commended the “merchandizing your collection” article from the Library Journal.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. No Committee of the Whole on July 2, 2024.
 - 2. Library Closed: Independence Day, Thursday, July 4, 2024
 - 3. Regular Meeting: Tuesday, July 16, 2024, 7:00 p.m.
 - 4. Next Committee of the Whole Meeting: Tuesday, August 13, 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.

Absent: Arnold

President Kotsinis adjourned the meeting at 7:50 p.m.

/s/Jo Beckwith _____

Jo Beckwith, Secretary

Approved: July 16, 2024

/s/Celia G. Ornelas _____

Celia G. Ornelas, Recording Secretary