

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, July 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: Arnold, Beckwith, Farr Capizzi, Kotsinis, Hamilton and Sutton.

Trustees absent: Flores.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh, Smruti Savarkar 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. None

Consent Agenda

- a. Approval of payrolls for June 2024
- b. Approval of bills payable for May 2024
- c. Patron Suggestions June 2024

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Flores

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report July 2024

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Space Audit Report Update
Executive Director Livergood gave an oral report.
- b. Security Surveillance System Update
Executive Director Livergood gave an oral report.
- c. Signage Options Update
Executive Director Livergood presented a written report in the packet.
- d. Executive Director Quarterly Review
Executive Director Livergood presented a written report in the packet.

New Business

- a. Approval of Secretary's Report: Minutes of Regular Meeting June 18, 2024

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the Board approve the Secretary's report: Minutes of Regular Meeting June 18, 2024, as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Arnold

Absent: Flores

- b. Approval of Monthly Financial Statements for May 2024

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

The motion carried on a roll call vote as follows:

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

Absent: Flores

c. Ordinance 2024/2025-1 Building and Maintenance Tax

Treasurer Farr Capizzi moved and Trustee Sutton seconded that Ordinance 2024/2025-1 Building and Maintenance Tax be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores

d. Ordinance 2024/2025-2 Non-resident Library Card Program.

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that Ordinance 2024/2025-2 Non-resident Library Card Program be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores

e. Ordinance 2024/2025-3 Tentative Budget & Appropriation FY24-25

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that Ordinance 2024/2025-3 Tentative Budget & Appropriation FY24-25 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores

f. Setting the Public Hearing for the Annual Budget and Appropriation for FY24-25

Trustee Arnold moved and Secretary Beckwith seconded that the Public Hearing for the Annual Budget and Appropriation be set for Tuesday, September 17, 2025, at 7:00 p.m.

The motion carried on a roll call vote as follows:

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

Absent: Flores

g. Approval of Semi-annual Review of Closed Session Minutes: First Half Year Review

Secretary Beckwith moved and Trustee Sutton seconded that the Board approve the Semi-annual review of closed Executive Session minutes as presented.

The motion carried on a voice vote.

Absent: Flores

h. Annual audit of Secretary's Reports FY23-24 for 2024 IPLAR
Executive Director Livergood gave an oral report.

i. Approval of Board Policy 3048 The Workshop
Secretary Beckwith moved and Trustee Arnold seconded that the Board approve Board Policy 3048 The Workshop as presented.
The motion carried on a voice vote.
Absent: Flores

j. Approval of Board Policy 4030 FOIA
Secretary Beckwith moved and Trustee Sutton seconded that the Board approve Board Policy 4030 FOIA as presented.
The motion carried on a voice vote.
Absent: Flores

- k. Other potentially actionable items: Agenda items for August 2024 Regular Meeting.
- i. Monthly Financial Statements for June 2024
 - ii. Approval of 2024 Illinois Public Library Annual Report (IPLAR)
 - iii. Annual Audit of WNPL Financial Statements Information
 - iv. Tentative Budget and Appropriations Ordinance
 - v. Board Policies
 - 1. 1061 Harassment, Discrimination and Retaliation
 - 2. 3040 Services to Schools
 - 3. 3053 Study Rooms
 - vi. Personnel Policies
 - 1. 703 Harassment, Discrimination and Retaliation
 - vii. Book returns

Public Forum.

Mike Barr extended his congratulations for WNPL winning two marketing awards from the American Library Association.

Announcements

- a. By the Chair:
- i. Upcoming calendar
 - 1. Special Meeting: Wednesday, July 24, 2024, 6:00 p.m.
 - 2. Friends of the Library Book Sale, Saturday, August 10, 2024, 10:00 a.m. to 3:00 p.m.
 - 3. Gurnee Days Parade, Sunday, August 11, 2024, 12:00 p.m.
 - 4. Next Committee of the Whole, Tuesday August 13, 2024, 7:00 p.m.
 - 5. Next Regular Meeting: Tuesday, August 20, 2024, 7:00 p.m.
 - 6. Friends of the Library Meeting: Thursday, August 22, 2024, 1:00 p.m.

Adjournment

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

The motion carried on a voice vote.

Absent: Flores

President Kotsinis adjourned the meeting at 7:46 p.m.

/s/ Jo Beckwith

Jo Beckwith, Secretary

Approved: August 20, 2024

/s/ Celia G. Ornelas

Celia G. Ornelas, Recording Secretary