

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, October 15, 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, Flores, Kotsinis, Hamilton and Sutton.  
Trustees absent: Farr Capizzi.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia G. Ornelas and Smruti Savarkar.

**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. Reports of Standing Committees: Committee of the Whole  
October 1, 2024:
  - i. Finance. Report presented at the meeting.
  - ii. Building and Grounds
  - iii. Policy
  - iv. Summary, Personnel and General
- b. Approval of Monthly Financial Statements July 2024
- c. Approval of payrolls for August and September 2024
- d. Approval of bills payable for August 2024

- e. Patron Suggestions September 2024
  - f. Approval of Board Policies:
    - i. 3013 Library Card
    - ii. 3023 Fines and Fees
    - iii. 3025 Interlibrary Loan
    - iv. 4005 Volunteer
    - v. Board Policies reflecting changes in the reorganization at WNPL:
      - 1. 3020 Circulation
      - 2. 3050 Meeting Rooms
      - 3. 3055 Display and Literature Distribution
      - 4. 4025 Community and Media Relations
  - g. Approval of Personnel Policy 317 Life Insurance
- Trustee Arnold moved and Trustee Sutton seconded that the Consent Agenda be approved as presented.  
The motion carried on a voice vote.  
Absent: Farr Capizzi

### **President's Report**

President Kotsinis presented a written report in the packet.

### **Reports of Other Trustees**

Vice President Flores attended the Somos, a Lake County event to help the Latino community connect to organizations and services that they provide. She also went to the 2024 ILA Annual Conference and attended *Everything Old Is New Again: Real Talk About Public Library Building Renovations* workshop. She gave oral information. She said she had a good experience.

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

Executive Director Livergood presented a written report in the packet.

### **Old Business**

- a. Facility Improvement Plan Overview and Next Steps.

Executive Director Livergood presented a written report in the packet. Trustee Arnold moved and Secretary Beckwith seconded that the facility improvement plan agreement from Engberg Anderson Inc. for the amount of \$39,220, be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Farr Capizzi

Trustee Sutton moved and Trustee Hamilton seconded that the Board approve the ThirdWay, Inc. Library Master Plan Consulting contract for the amount of \$8,500, as presented.

The motion carried on a roll call vote as follows:

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

Absent: Farr Capizzi

b. Book Mobile update

Executive Director Livergood gave an oral update.

**New Business**

a. Secretary's Report. Approval of Minutes of Public Hearing for Budget and Appropriation FY24-25 and Regular Meeting September 17, 2024

Secretary Beckwith moved and President Kotsinis seconded that the Board approve the Minutes of Public Hearing for Budget and Appropriation FY24-25 and Regular Meeting September 17, 2024, as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Beckwith, Flores, Kotsinis

Abstain: Sutton, Arnold

Absent: Farr Capizzi

b. Secretary's Report: Approval of Minutes of Special Meeting October 8, 2024

Trustee Arnold moved and Trustee Hamilton seconded that the Board approve the Minutes of Special Meeting October 8, 2024, as presented.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Hamilton, Sutton, Arnold, Kotsinis

Abstain: Flores

Absent: Farr Capizzi

c. Approval of Monthly Financial Statements for August 2024

Secretary Beckwith moved and Vice President Flores seconded that the Monthly Financial Statements for August 2024 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Farr Capizzi

d. Resolution 2024/2025-2 To Determine the Estimate of Fund Needed for FY 2024-2025

Trustee Sutton moved and Trustee Hamilton seconded that Resolution 2024/2025-2 To Determine the Estimate of Funds Needed for FY 2024-2025 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Farr Capizzi

- e. Other potentially actionable items: Agenda items for November 2024 Regular Meeting.
  - ii. Monthly Financial Statements for September 2024
  - iii. Levy Ordinance
  - iv. Treasurer's Report of Annual Receipts and Disbursements
  - v. Audit Report FY 2023-2024
  - vi. Executive Director's Annual Performance Evaluation review
  - vii. Board Policies:
    - 1. 3045 The Vault
    - 2. 3065 Technology Use by the Public
  - viii. Personnel Policies:
    - 1. 319 Disability Benefits Plans
    - 2. 601 Leaves of Absence
    - 3. 603 Personal Leave
    - 4. 605 Military Leave

**Public Forum.** None.

### **Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    - 1. Library After Dark, October 19, 2024, 6:00 p.m.
    - 2. National Friends of the Library Week, October 20 – 26, 2024.
    - 3. Friends of the Library Meeting, Thursday, October 24, 2024, 1:00 p.m.
    - 4. Friends of the Library Book Sale, Saturday, November 2, 2024, 10:00 a.m. – 3:00 p.m.
    - 5. Workshop ribbon cutting ceremony for the event, November 6, 2024, 1:00 p.m.
    - 6. Filing Trustee Candidate Petitions for the Consolidated Election April 1, 2025, at WNPL Administration Office from, Tuesday, November 12 – Friday, November 15, 2024, 10:00 a.m. – 4:30 p.m., and last day Monday, November 18, 2024, 10:00 a.m. – 5:00 p.m.
    - 7. Committee of the Whole, Tuesday November 12, 2024, 7:00 p.m.
    - 8. Regular Meeting: Tuesday, November 19, 2024, 7:00 p.m.
    - 9. Library Legislative Breakfast, Wednesday, December 4, 2024, Northbrook, Illinois.

b. By other Trustees or Director  
Rebekah Raleigh, Director of Public Services, attended the 2024 ILA Annual Conference. She was pleased to learn about the building's inclusivity and eager to discuss it with David Vinjamuri.

**Adjournment**

Vice President Flores moved and Trustee Arnold seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Farr Capizzi

President Kotsinis adjourned the meeting at 7:26 p.m.

/s/Jo Beckwith  
Jo Beckwith, Secretary

Approved: November 19, 2024

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