

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, November 19, 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, and Hamilton.

Trustees absent: Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia G. Ornelas, Rebekah Raleigh and Smruti Savarkar, Kerry Eagar and Doug Wideburg.

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.

Presentation of Audited Financial Statements by ATA Group LLP for fiscal year ended June 30, 2024

Secretary Beckwith moved and Treasurer Farr Capizzi seconded that the Board accept the Financial Statements for FY ended June 30, 2024, as audited by ATA Group LLP as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

Consent Agenda

- a. Approval Monthly Financial Statements September 2024
- b. Approval of payrolls for October 2024
- c. Approval of bills payable for September 2024
- d. Patron Suggestions October 2024
- e. Approval of Board Policies:
 - i. 3023 Fines and Fees
 - ii. 3045 The Vault
 - iii. 3063 Unattended Children
 - iv. 3065 Technology Use by the Public
- f. Approval of personnel Policy 319 Disability Benefits Plans

Vice President Flores moved and Trustee Arnold seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Sutton

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report November 2024

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Bookmobile update
Executive Director Livergood gave an oral report.
- b. New WNPL website update
Executive Director Livergood presented a written report in the packet.
- c. WNPL Strategic Marketing Plan
Executive Director Livergood presented a written report in the packet.

New Business

- a. Secretary's Report. Approval of Minutes of Regular Meeting October 15, 2024

Secretary Beckwith moved and Trustee Hamilton seconded that the Board approve the Minutes of Regular Meeting October 15, 2024, as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Beckwith, Flores, Arnold, Kotsinis

Abstain: Farr Capizzi

Absent: Sutton

- b. Reports of Standing Committees: Committee of the Whole November 12, 2024

Trustee Arnold moved and Vice President Flores seconded that the Board approve the reports of Committee of the Whole November 12, 2024, as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Hamilton

Absent: Sutton

- c. Ordinance 2024/2025-5 Annual Levy Ordinance for FY 24-25

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that Ordinance 2024/2025-5 Annual Levy for FY 2024-2025 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

- d. Transfer of funds from Corporate Fund to the Bond Fund

Trustee Hamilton moved and Trustee Arnold seconded that the Board approve the transfer of \$651,125 from Corporate fund to the Bond Fund as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

- e. Year-end bonus for staff

Secretary Beckwith moved and Treasurer Farr Capizzi seconded that the Board celebrate WNPL's wonderful library staff for their service to our community and that we acknowledge their excellent work with the staff bonus included in the current budget prior to December 31, 2024.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

- f. Other potentially actionable items: Agenda items for December 2024 Regular Meeting
 - i. Monthly Financial Statements for October 2024
 - ii. Treasurer’s Report of Annual Receipts and Disbursements
 - iii. Semi-Annual Review of closed Session Minutes
 - iv. Per Capita & Equalization Aid Grant Requirements
 - v. 2023-2025 Strategic Planning update
 - vi. Executive Director’s Annual Performance Evaluation
 - vii. Board Policies:
 - 1. 2040 Wage Scale
 - 2. 3062 Security Cameras
 - viii. Personnel Policies:
 - 1. 319 Disability Benefits Plans
 - 2. 601 Leaves of Absence
 - 3. 603 Personal Leave
 - 4. 605 Military Leave

Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of a specific employee of the public body

Treasurer Farr Capizzi moved and Vice President Flores seconded to move to a 5-minute recess before entering executive session [5ILCS 120/2.(c)(1)] to review the performance of the Executive Director.

The motion carried on a voice vote.

Absent: Sutton

The Board entered into Executive Session at 8:00 p.m.

Reconvene to Regular Meeting

Regular Meeting reconvened at 8:42 p.m.

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Library Closed: Staff Development, Thursday, November 21, 2024.
 - 2. Library Closed: Thanksgiving Day, Thursday, November 28, 2024.
 - 3. Committee of the Whole, Tuesday, December 3, 2024, 7:00 p.m.
 - 4. Library Legislative Breakfast, Wednesday, December 4, 2024, Northbrook Illinois.
 - 5. Regular Meeting, Tuesday, December 17, 2024, 7:00 p.m.

Adjournment

Secretary Beckwith moved and Vice President Flores seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Sutton

President Kotsinis adjourned the meeting at 8:43 p.m.

/s/ Jo Beckwith _____

Jo Beckwith, Secretary

Approved: December 17, 2024

/s/ Celia G. Ornelas _____

Celia G. Ornelas, Recording Secretary