

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, February 18, 2025
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

President Kotsinis called the Meeting to order at 7:03 p.m.

Trustees present: Arnold, Beckwith, Farr Capizzi, Flores, Kotsinis, Hamilton and Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia G. Ornelas, Rebekah Raleigh, Smruti Savarkar, Sandy Beda, Laura Stone, Kathie Fifer, Scott Krinninger and Jessica Stalker. Joe Huberty attended the meeting via TEAMS.

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.

Old Business

- a. Facilities improvement plan update: Joe Huberty, Engberg Anderson. Joe Huberty attended the meeting via TEAMS and presented the first draft of the Facility Improvement Plan. His presentation covered key aspects of the plan, providing valuable insights for the Board's consideration.

Consent Agenda

- a. Secretary's Report: Approval of Minutes of Regular Meeting January 21, 2025
 - b. Reports of Standing Committees: Committee of the Whole February 4, 2025:
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General
 - c. Approval of payrolls for January 2025
 - d. Approval of bills payable for December 2024
 - e. Patron Suggestions January 2025
 - f. Approval of Board Policies:
 - i. 1035 Legal Counsel and Professional Consultation
 - ii. 1040 Indemnification and Insurance
 - iii. 2010 Routine Bank Procedures
 - iv. 3048 The Workshop
 - g. Approval of Personnel Policy 301 Employee Benefits
- Secretary Beckwith moved and Vice President Flores seconded that the Consent Agenda be approved as presented.
The motion carried on a voice vote.

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees

Vice President Flores will be attending two conferences next week.

Executive Director's Report February 2025

Executive Director Livergood presented a written report in the packet.

New Business

- a. Approval of Monthly Financial Statements December 2024
- Trustee Sutton moved and Trustee Hamilton seconded that the Board approve the Monthly Financial Statements December 2024 as presented.
The motion carried on a roll call vote as follows:
Ayes: Farr Capizzi, Beckwith, Hamilton, Flores, Arnold, Sutton, Kotsinis

b. Approval of Personnel Policy 309 Bereavement Leave
President Kotsinis moved and Secretary Beckwith seconded that the Board approve Personnel Policy 309 Bereavement Leave as presented.

The motion carried on a roll call vote as follows:

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

Nays: Farr Capizzi

c. Board Self-evaluation and Goals

Trustee Hamilton presented a report in the board packet.

Board Goals for 2025-2026:

1. New Board of Trustees Orientation. Prepare for transitions.
2. Guide the library through the physical transition and renovations.
3. New Long-term Strategic Plan

d. Other Potentially actionable items: Agenda items for March 2025 Regular Meeting

- i. Monthly Financial Statements for January 2025
- ii. Capital planning review and discussion
- iii. Board training and self-development
- iv. Strategic Plan Progress Report First Quarter 2025
- v. Board Policies TBD
- vi. Personnel Policies TBD

Public Forum. None.

Announcements

a. By the Chair:

i. Upcoming calendar

1. Black History Month Celebrations, Saturday, February 22, 2025, 12:00 – 4:00 p.m.
2. Friends of the Library Meeting, Thursday, February 27, 2025, 1:00 p.m.
3. Committee of the Whole, Tuesday, March 4, 2025, 7:00 p.m.
4. Regular Meeting, Tuesday, March 18, 2025, 7:00 p.m.
5. Craft Supply Swap, Saturday, April 26, 2025

Adjournment

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

The motion carried on a voice vote.

President Kotsinis adjourned the meeting at 8:19 p.m.

/s/Jo Beckwith
Jo Beckwith, Secretary

Approved: March 18, 2025

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