

**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, March 18, 2025
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, Smruti Savarkar, Rebekah Raleigh, Sandy Beda and Kerry Eagar.

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. Secretary's Report: Approval of Minutes of Regular Meeting February 18, 2025
- b. Reports of Standing Committees: Committee of the Whole March 4, 2025:
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General

- c. Approval of Monthly Financial Statements for January 2025
- d. Approval of payrolls for February 2025
- e. Approval of bills payable for January 2025
- f. Patron Suggestions February 2025
- g. Approval of Board Policies:
 - i. 1057 Advisory Groups
 - ii. 2003 Fund Balance
 - iii. 2007 Debt
 - iv. 3035 Reference and Reader's Advisory Services
- h. Approval of Personnel Policies:
 - i. 313 Benefits Continuation (COBRA)
 - ii. 320 Employee Retirement

Treasurer Farr Capizzi removed item h. ii., from the Consent Agenda.

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

The motion carried on a voice vote.

Absent: Sutton

Items(s) removed from Consent Agenda

President Kotsinis moved and Secretary Beckwith seconded to approve Personnel Policy 320 Employee Retirement Saving Options as amended.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees

Vice President Flores will be attending a Townhall event hosted by Representative Brad Schneider in Grayslake tomorrow March 19, 2025.

Executive Director's Report March 2025

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Facilities improvement plan update.
Executive Director Livergood presented a written report in the packet.

New Business

- a. Developer Donation Agreement with Ten Hotel & Residences, LLC.
Executive Director Livergood presented a written report in the packet.
- b. Strategic Plan Progress Report First Quarter 2025.
Executive Director Livergood presented a written report in the packet.
- c. Executive Director Annual Goals Progress Report First Quarter 2025
Executive Director Livergood presented a written report in the packet.
- d. Approval of Additional Funds in FY 2024-2025 Budget for IT Purchases
Executive Director Livergood presented a written report in the packet.
Treasurer Farr Capizzi moved and Vice President Flores seconded that the Board budget \$68,000 from the Special Reserve Funds for the purpose of IT purchases.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

- e. Other Potentially actionable items: Agenda items for April 2025 Regular Meeting
 - i. Monthly Financial Statements for February 2025
 - ii. Initial presentation of FY 2025-2026 budget draft
 - iii. Board of Trustees quarterly review: self-evaluation and goals
 - iv. Board Policies
 1. 1045 Minutes and Recordings of Executive Sessions
 2. 4013 Gift Donation
 3. 4015 Sponsorship
 - v. Personnel Policies
 1. 324 Employee Assistant Program
 2. 326 Flexible Spending Account

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Consolidated Election April 1, 2025
 - 2. Committee of the Whole, Tuesday, April 1, 2025, 7:00 p.m.
 - 3. National Library Week: Drawn to the Library, April 6-12, 2025.
 - 4. Regular Meeting, Tuesday, April 15, 2025, 7:00 p.m.
 - 5. Craft Supply Swap, Saturday, April 26, 2025, 9:30 a.m. to 1:30 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 7:47 p.m.

/s/ *Jo Beckwith*
Jo Beckwith, Secretary

Approved: April 15, 2025

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