

**Warren-Newport Public Library District
Board of Trustees
Committee of the Whole Report**

Committee, Date, and Location: Tuesday, January 5, 2016, McCullough Board Room

Members Attending: Sue Niemi, Bob Diehl, Nancy Sheldon, Andrea Farr Capizzi, Jo Beckwith, Ryan Livergood, George Kotsinis (arrived 7:03) Absent: Tom Colwell

Also Attending: Noreen Reese

Public Comment: None

Summary: Jo called the meeting to order at 7:00 p.m.

Andrea began Finance Committee of the Whole (CW) at 7:00 p.m. She recommends that the staff room project not be started until the donation is received. She asked Ryan to find out the purpose of the tech expense on pg. 8-2. She recommends approval of the November financials. Ryan presented a proposed budgeting timeline, which is very similar to that of 2015.

Jo began Buildings and Grounds CW at 7:12 p.m. Ryan presented a first draft of a capital projects with evaluation criteria added. The advantages of hiring a firm to do a capital needs assessment (CNA) was discussed. Sue and Nancy thought this had been done prior to the last building project. Next draft to be discussed at February CW.

George began Policy and Bylaws CW at 7:21 p.m. Policy 2003 Fund Balance: grammar and word clarity changes only. Policy 3005 Confidentiality: Quotation and attribution from the IL Statutes (Article 2) was updated. Policy 3065 Technology Use by the Public: Addition of the notation to review the policy annually. Addition of Sect. 3.04 No Expectation of Privacy. Policy 1001 Bylaws: Two approaches were discussed: 1) Bylaws to reflect use of CW 2) Bylaws to reflect a choice of using CW or standing committees. A compromise will be tried next – a version that mentions both and references the current version 1001 to refer to if a future board wants to return to standing committees.

Jo began the remaining CW at 8:12 p.m. Ryan presented a draft of the strategic plan. Elements were discussed and suggestions given. Ryan will prepare a second draft for the February CW meeting.

What's Next? (Owner - Action Items - Deadline):

Ryan and Noreen: find the prior CNA date and documents

Ryan: meet with admin team re: prioritization of capital needs projects

Recommendation(s) for Board Action:

Approval of the November financial statements, consent agenda

Approval of Policy 2003 Fund Balance, consent agenda

Approval of Policy 3005 Confidentiality, consent agenda

Approval of Policy 3065 Technology Use by the Public, consent agenda

Agenda item(s) for next Committee of the Whole:

Finance: Review of December financial statements; budget planning

B & G: Review of prior CNA; projects update

Policy 1001 Bylaws

Personnel: Policies 101, 102, 103, 104

Other: Strat Plan, draft 2

Nancy Sheldon moved to adjourn. Andrea Farr Capizzi seconded. The meeting adjourned at 8:35 p.m.

Jo Beckwith

1/5/16