

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

Committee, Date, and Location: Tuesday, February 2, 2016, McCullough Board Room

Members Attending: Tom Colwell, George Kotsinis, Sue Niemi, Nancy Sheldon, Ryan Livergood, Jo Beckwith, Andrea Farr Capizzi (attending via audio at 7:04 p.m.) Absent: Bob Diehl

Also Attending: Noreen Reese; Kevin Getty

Summary: Jo called the meeting to order at 7:02 p.m.

Jo Beckwith moved and Nancy Sheldon seconded to allow Andrea Farr Capizzi to attend the meeting by phone. The motion passed on a unanimous voice vote. Andrea joined the meeting at 7:04 p.m.

Public Comment: None

Approval of the December 2015 financial statements will be postponed to the February 16, 2016 regular Board meeting.

Budget discussion: Departmental budget requests are being developed. A capital assessment form will be used to provide an overview and assessment for each project proposed. Staff members have until February 12 to submit forms. The management team will discuss them on February 17. The Board will discuss them at the March 1, 2016 CW. Replacement of the burr oak was discussed. Staff chairs are a high priority.

Andrea's phone attendance concluded at 7:19 p.m.

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

Ryan: Add personnel costs to the Capital Assessment Form

Ryan: contact Village of Gurnee arborist to assess and offer options on replacement of the burr oak

Recommendation(s) for Board Action: None

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

Finance: Review of January financial statements; budget planning
 Budget planning

Jo Beckwith
2/2/16