

**Warren-Newport Public Library District  
Board of Trustees  
Committee of the Whole Report  
Summary, Personnel, and General**

**Date, and Location:** Thursday, January 4, 2018, McCullough Board Room

**Members Attending:** George Kotsinis, Andrea Farr Capizzi, Kathleen Kettman, Anne Linsdau, Jo Beckwith, Ryan Livergood

**Members Absent:** Tom Colwell, Bonnie Sutton

**Overall Summary:**

The meeting was called to order at 7:01 p.m. Committee of the Whole included: Finance, Policy, Personnel, and General topics. Reports of each area follow. Trustee Linsdau moved and Trustee Kotsinis seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:15 p.m.

**Personnel Topics:** Consensus to approve 703 but with a referral to Board policy 1061 rather than including it in the Staff Manual.

Employee training on key policies will be done via Paylocity. Ryan and Jen Hoy will create the methodology and identify key policies, both Board and Staff. Ryan will give a progress report at the April CW.

**General Topics:** The Board watched the United for Libraries Short Takes video: *Board Self Evaluation*. Discussion followed. Products that automate a survey and calculate results typically require a special server and advanced tech skills; the survey will be done manually. Anne and Jo will work on this year's Board Self-Evaluation. They will meet to look at the survey and develop a timeline. Updates to the Board at a future meeting.

Strat plan update: Staff responses to a survey on safety and security showed that staff need better understanding of policies and procedures. Methods for discrete alert of problems, bookmobile safety, and consistent enforcement of key policies also need to be addressed. This will be an additional goal of the strat plan.

**Recommendation(s) for Board Action (if any):**

Approve 703 Harassment, Discrimination and Retaliation (consent)

**Tasks Pending (if any) Who – What – When:** Who's doing the task? What is it? What's the deadline?

Ryan: Add safety and security to the Strat Plan goals for the March quarterly report.

**Personnel and General Agenda item(s) for next Committee of the Whole:**

504 Use of Phone and Mail Systems

516 Computer and Email Usage

517 Internet Usage

526 Cell Phone Usage

United for Libraries Short Takes video: *Policy Work*

**Submitted by/date:**

Jo Beckwith

1/4/2018