

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

Date, and Location: Tuesday, June 2, 2020, Meeting by Videoconference

Members Attending: Anne Linsdau-Hoepfner, Katherine Arnold, Bonnie Sutton, Jennifer Cheng, Andrea Farr Capizzi, George Kotsinis, Jo Beckwith, Ryan Livergood

Also Attending: Jan Marsh, Vicky JS, Noreen Reese, Sandy Beda

Overall Summary:

The meeting was called to order at 7:00 p.m. Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Linsdau-Hoepfner moved and Vice-President Kotsinis seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:16 p.m.

Personnel Topics: What was discussed, reported on, accomplished? Was there consensus on a decision?

522 Workplace Violence Prevention: Rephrase all language “talking to” employees. No content changes. Consensus to approve.

524 Ergonomics: Consensus to eliminate this policy, per Ryan’s recommendation.

528 Suggestions for Improvement: Minor changes to grammar. No content changes. Consensus to approve.

General Topics: What was discussed, reported on, accomplished? Was there consensus on a decision?

Meeting Schedule for 2020-21: Consensus to approve.

Operations Update: Beginning June 8, holds pickup will be offered by appointment on T-F 12-6 and Sat 10-4. The service will begin with those who have active holds in the system. It’s anticipated that some or many may have obtained their requests by other means, such as e-materials during the closure. Tables will be set up in a U-shape at the front entrance. When the patron arrives, they will call the library, and their item(s) will be brought to the pick-up table. Patrons will be given instructions for safe pick-up, including that if anyone in their family is symptomatic, they should not come to the library. Those picking up materials may also return items that they’ve had during the COVID closure. Phone reference and readers’ advisory services will follow.

Further opening will take place when Illinois enters Phase 4.

All changes to services will be announced on the Library website.

Recommendation(s) for Board Action (if any), consent agenda or new business?

522 Workplace Violence Prevention: Approve as presented via consent agenda.

524 Ergonomics: Approve the elimination of this policy via consent agenda.

528 Suggestions for Improvement: Approve as presented via consent agenda.

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

Ryan: Oversee adding opening plans to the library website asap.

Jo Beckwith, President
6/2/2020