

Warren Newport Public Library

Board of Trustees

Committee of the Whole

Tuesday, February 2, 2021

7:00 PM

“Virtual Meeting”

The Meeting will proceed without a quorum physically present.

**Members of the public can attend the meeting by telephone:
312-626-6799 (when prompted, type in the following Meeting ID: 890 1235
5028)**

Members of the public are encouraged to submit public comments prior to the meeting by sending an e-mail to [rlivergood\[at\]wnpl.info](mailto:rlivergood@wnpl.info) (substitute an “@” for the [at] in the e-mail address) using “Public Comment” in the subject line.

AGENDA

“Virtual Meeting”

- I. Call to order
- II. Requirements of the Government Emergency Administration Act (P.A. 100-0640) review {1}
- III. Verification of clear audio and Determination of quorum {1}
- IV. Public Comment {20}
The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary by sending an e-mail to [rlivergood\[at\]wnpl.info](mailto:rlivergood@wnpl.info) (substitute an “@” for the [at] in the e-mail address) prior to speaking.
- V. Finance Committee of the Whole: Andrea Farr Capizzi, Treasurer {45}
 - a. Financial statements for December 2020
 - b. Property tax receipts update
 - c. Budget planning FY 2021/2022: Initial overview of potential capital projects

- VI. Building and Grounds Committee of the Whole: George Kotsinis, Vice President {10}
 - a. LED lighting update
 - b. Retaining wall update
- VII. Policy Committee of the Whole: Katherine Arnold, Chair {10}
 - a. Policy 3035 Reference and Reader's Advisory Services
 - b. Policy 3065 Technology Use by the Public
- VIII. Personnel Committee of the Whole: Jo Beckwith, President {10}
 - a. Personnel Policies: Change the title of the Human Resources Associate to Human Resources Generalist.
 - b. Policy 701 Employee Conduct and Work Rules
 - c. Policy 702 Drug and Alcohol Use
 - d. Policy 703 Harassment, Discrimination and Retaliation
- IX. General Committee of the Whole: Jo Beckwith, President {30}
 - a. Per Capita Grant requirements (review of *Serving Our Public 4.0 Standards for Illinois Public Libraries*)
 - i. Chapter 9 Public Services: Reference and Reader's Advisory Services
 - ii. Chapter 10 Programming
 - iii. Chapter 11 Youth/Young Adult Services
 - iv. Chapter 12 Technology
 - v. Chapter 13 Marketing, Promotion, and Collaboration
 - b. Strategic plan 2020-2022 update
 - c. Overview of Promotores Ambassador Program
 - d. Board Extranet
 - e. Vaccination update
 - f. United for Libraries membership
- X. Agenda items for Committee of the Whole for March 02, 2021 {5}
 - a. Finance:
 - i. Review of January 2021 financial statements
 - b. Buildings and Grounds:
 - ii. LED lighting project
 - c. Policy and Bylaws
 - d. Personnel
 - e. General

- XI. Announcements {2}
- a. ILA Virtual Library Legislative Meet-Up, February 15, 2021.
 - b. Regular Board Meeting, Tuesday, February 16, 2021, 7:00 p.m.
 - c. Committee of the Whole, Tuesday, March 02, 2021, 7:00 p.m.
- XII. Adjournment {1}

{Estimated duration: 144 minutes}