

Warren Newport Public Library

Board of Trustees

Regular Meeting

February 21, 2023 7:00 PM

McCullough Board Room

AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Pledge of Allegiance. {<1 }
- III. Reading of the Mission Statement. {<1 }
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
 - a. Public Comments.
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 prior to speaking.
 - b. Written:
 - i. Memoranda from legal counsel, if any.
 - ii. Other.
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {3}
 - a. Secretary's Report: approval of minutes for Regular Meeting January 17, 2023.
 - b. Reports of Standing Committees. Committee of the Whole February 7, 2023
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General
 - c. Monthly Financial Statements for December 2022
 - d. Approval of payrolls for January 2023
 - e. Approval of bills payable for December 2022
 - f. Patron Suggestions January 2023
 - g. Approval of Board Policies:

- i. 1007 Electronic Communication among Trustees
- ii. 3005 Confidentiality
- iii. 4001 Community and Interlibrary Cooperation
- h. Approval of Personnel Policies
 - i. 201 Employment Categories
 - ii. 202 Personnel Files

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. President's report. INFORMATION {5}
- VIII. Reports of other trustees. INFORMATION {5}
- IX. Executive Director's report February 2023. INFORMATION {5}
- X. Old Business
 - a. Secretary's Report: Approval of Minutes of Regular Meeting December 13, 2022. ACTION {5}

MOTION: THAT THE BOARD APPROVE MINUTES OF REGULAR MEETING DECEMBER 13, 2022 AS PRESENTED.

- b. Succession planning. INFORMATION {20}
- XI. New business
 - a. Quarterly review board self-evaluation and goals. INFORMATION AND POSSIBLE ACTION {5}
 - b. Membership for Trustees. INFORMATION AND POSSIBLE ACTION. {5}

MOTION: THAT THE BOARD APPROVE TO PAY ILA AND ALA + UNITED FOR LIBRARIES TRUSTEES MEMBERSHIPS

- c. Other potentially actionable items: Agenda items for March 2023 Regular Meeting. ACTION {5}
 - i. Quarterly Executive Director Review
 - ii. Capital planning
 - iii. Strategic Planning process
 - iv. Personnel Policies
 - 1. 203 Employment Reference and Verification
 - 2. 204 Personnel Data Changes
 - 3. 205 Introductory Period
 - v. Other

XII. Public forum {15}

The Board of Trustees allows up to 15 minutes for Public Forum. 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 prior to speaking.

XIII. Announcements {5}

a. By the chair:

i. Communications to the public

ii. Upcoming calendar:

1. Next Regular Board Meeting: Tuesday, February 21, 2023, 7:00 p.m.

2. Next Committee of the Whole Meeting: Tuesday, March 7, 2023, 7:00 p.m.

3. Friends of the Library Book Sale: Saturday, March 11, 2023, 10:00 a.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 107 minutes}