

Warren Newport Public Library

Board of Trustees

Regular Meeting

March 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 February 21, 2023.
 - b. Reports of Standing Committees. Committee of the Whole March 7, 2023
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General
 - c. Monthly Financial Statements for January 2023
 - d. Approval of payrolls for February 2023
 - e. Approval of bills payable for January 2023
 - f. Patron Suggestions February 2023
 - g. Approval of Board Policies:
 - i. 3015 Materials Selection
 - ii. 3047 Coco's Cove

- iii. 3060 Standards of Public Conduct
- iv. 4005 Volunteers
- h. Approval of Personnel Policies
 - i. 204 Personnel Data Changes
 - ii. 205 Introductory Period

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 March 2023. INFORMATION {5}
- X. Old Business
 - a. Board Self-Evaluation INFORMATION {15}
 - b. Strategic Planning update INFORMATION {5}
 - c. Building systems update INFORMATION {10}
- XI. New business
 - a. Quiet Reading Room: Award of contract for furniture. ACTION {10}
 - b. FY 2023-2024 budget planning: potential IT capital projects. INFORMATION {25}
 - c. 10-year capital plan initial draft INFORMATION {15}
 - d. Quarterly Executive Director review INFORMATION {15}
 - e. Statement of Economic Interest INFORMATION {5}
 - f. Other potentially actionable items: Agenda items for April 2023 Regular Meeting. ACTION {5}
 - i. Quarterly review: Board self-evaluation and Board goals
 - ii. Financial Statements for February 2023
 - iii. Initial presentation of budget draft
 - iv. Board Policies
 - 1. 1017 Board Self Evaluation
 - 2. 3050 Meeting Rooms
 - 3. 4025 Community and Media Relations
 - v. Personnel Policies
 - 1. 203 Employment References and Verification
 - 2. 208 Employment Applications
 - vi. 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 Committee of the Whole Meeting: Tuesday, April 4, 2023, 7:00 p.m.
2. Consolidated Election April 4, 2023.
3. Library Closed Easter Sunday, April 9, 2023.
4. Next Regular Board Meeting: Tuesday, April 18, 2023, 7:00 p.m.
5. National Library Week, April 23-29, 2023.
6. Special Board Meeting: Strategic planning process, Saturday, April 29, 2023, 9:30 – 11:30 a.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 172 minutes}