

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**April 18, 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 March 21, 2023.
  - b. Reports of Standing Committees. Committee of the Whole April 4, 2023
    - i. Finance
    - ii. Building and Grounds
    - iii. Policy
    - iv. Summary, Personnel and General
  - c. Monthly Financial Statements for February 2023
  - d. Approval of payrolls for March 2023
  - e. Approval of bills payable for February 2023
  - f. Patron Suggestions March 2023
  - g. Approval of Board Policies:
    - i. 1017 Board Self Evaluation

- ii. 4025 Community Media Relations
- h. Approval of Personnel Policies
  - i. 203 Verification of Employment
  - ii. 208 Recruitment and Selection

**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 April 2023. INFORMATION {5}
- X. Old Business
  - a. Strategic Planning update INFORMATION {10}
  - b. Board Succession Planning INFORMATION {15}
  - c. FY 2023-2024 budget update INFORMATION {15}
- XI. New business
  - a. WNPL Decennial Committee on Local Government Efficiency INFORMATION {5}
  - b. Statement of Economic Interest INFORMATION {5}
  - c. Other potentially actionable items: Agenda items for May 2023 Regular Meeting. ACTION {5}
    - i. Installation of new Board and election of officers
    - ii. Financial Statements for March 2023
    - iii. Review of latest draft of FY23-24 Budget
    - iv. Tentative transfer of funds from Expandable Trust to Endowment Fund
    - v. Board Policies
      - 1. 3020 Circulation
      - 2. 3050 Meeting Rooms
    - vi. Personnel Policies
      - 1. 209 Performance Evaluation
      - 2. 210 Job Descriptions
      - 3. 212 Salary Administration
      - 4. 280 Normal Weekly Hours
    - vii. 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. Special Board Meeting: Strategic planning process, Saturday, April 29, 2023, 9:30 – 11:30 a.m.

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

3. Library Closed Mother's Day, Sunday, May 14, 2023.

4. Next Regular Board Meeting: Tuesday, May 16, 2023, 7:00 p.m.

5. Library Closed Memorial Day, Monday, May 29, 2023.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

**MOTION: THAT THE MEETING BE ADJOURNED.**

{Estimated total duration 122 minutes}