

# Warren Newport Public Library

## Board of Trustees

### Regular Meeting

**June 20, 2023 7:00 PM**

**McCullough Board Room**

### AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Appointment of Secretary pro tempore. ACTION {3}  
MOTION: THAT THE BOARD APPOINT TRUSTEE SUTTON AS SECRETARY PRO TEMPORE AT THIS MEETING IN THE ABSENCE OF SECRETARY BECKWITH.
- III. Pledge of Allegiance. {<1 }
- IV. Reading of the Mission Statement. {<1 }
- V. 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
- VI. 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 Regular Meeting May 16 2023
  - b. Reports of Standing Committees. Committee of the Whole June 6, 2023:
    - i. Finance
    - ii. Building and Grounds
    - iii. Policy
    - iv. Summary, Personnel and General
  - c. Report of Subcommittee for Executive Director's Evaluation Survey June 6, 2023

- d. Approval of payrolls for May 2023
- e. Approval of bills payable for April 2023
- f. Patron Suggestions May 2023
- g. Approval of Board Policies:
  - i. 1025 Authority of Library Trustees
  - ii. 3010 Hours of Operation
  - iii. 3031 Alcoholic Beverages

**MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.**

- VII. Item(s) removed from consent agenda, if any. ACTION {5}
- VIII. President's report. INFORMATION {5}
- IX. Reports of other trustees. INFORMATION {5}
- X. Executive Director's report June 2023. INFORMATION {5}
- XI. Old Business
  - a. Approval of working budget FY 2023-2024. ACTION {20}

**MOTION: THAT THE BOARD APPROVE WORKING BUDGET FOR FY 2023-2024 AS PRESENTED.**

  - b. Building systems update. INFORMATION {5}
  - c. Strategic Plan update. INFORMATION {5}
- XII. New business
  - a. Approval of Monthly Financial Statements for April 2023. ACTION {10}

**MOTION: THAT THE MONTHLY FINANCIAL STATEMENTS FOR APRIL 2023 BE APPROVE AS PRESENTED.**

  - b. Ordinance 2022/2023-7 Annual Meeting Schedule FY 23-24. ACTION {5}

**MOTION: THAT ORDINANCE 2022/2023-7 ANNUAL MEETING SCHEDULE FY 23-24 BE APPROVED AS PRESENTED.**

  - c. Ordinance 2022/2023-8 Transfer to the Special Reserve Fund. ACTION {5}

**MOTION: THAT ORDINANCE 2022/2023-8 TRANSFER TO THE SPECIAL RESERVE FUND BE APPROVED AS PRESENTED.**

  - d. Semiannual review of closed session minutes. INFORMATION {5}
  - e. Quarterly review of Executive Director Evaluation and Goals. INFORMATION {10}
  - f. Other potentially actionable items: Agenda items for July 2023 Regular Meeting. INFORMATION {5}
  - i. Ordinance 2023/2024-1 Building and Maintenance Tax Ordinance

- ii. Ordinance 2023/2024-2 Non-resident Library Card Program
- iii. Ordinance 2023/2024-3 Tentative Budget & Appropriation FY 23-24
- iv. Audit of Regular Meetings Minutes FY 2022-2023
- v. Adoption of Strategic Plan for 2023-2025
- vi. Semi-annual review of closed session minutes
- vii. Succession Planning
- viii. Quarterly Review: Self-evaluation and Board Goals
- ix. Personnel Policy 280 Normal Weekly Hours
- x. Board Policies
  - 1. 3013 Library Card
  - 2. 3020 Circulation
  - 3. 4030 FOIA
- xi. Other

XIII. 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.*

XIV. Announcements {5}

a. By the chair:

- i. Communications to the public
- ii. Upcoming calendar:
  - 1. Library Closure for Independence Day, Tuesday, July 4, 2023
  - 2. Next Regular Board Meeting: Tuesday, July 18, 2023, 7:00 p.m.
  - 3. Next Committee of the Whole Meeting: Tuesday, August 01, 2023, 7:00 p.m.

b. By other trustees or the director

XV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 140 minutes}