

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**January 16, 2024 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 {5}
  - a. Approval of Secretary's reports:
    - i. Minutes of Regular Meeting December 12, 2023
    - ii. Minutes of Executive Session December 12, 2023 to remain closed to the public
  - b. Approval of payrolls for December 2023
  - c. Approval of bills payable for November 2023
- 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 January 2024. INFORMATION {5 }
- X. Old Business
  - a. Mobile service vehicle purchase update. INFORMATION {5 }

- b. Building systems update. INFORMATION {5}
- c. Approval of semi-annual Review of Closed Executive Session Minutes and Recordings. ACTION {5}  
MOTION: THAT THE BOARD APPROVE THE SEMI-ANNUAL REVIEW OF CLOSED EXECUTIVE SESSION MINUTES FOR THE SECOND HALF OF 2023 AS PRESENTED.
- d. Approval of amendment to semi-annual Review of Closed Executive Session Minutes and Recordings from July 18, 2023. ACTION {5}  
MOTION: THAT THE BOARD APPROVE THE AMENDMENT TO SEMI-ANNUAL REVIEW OF CLOSED EXECUTIVE SESSION MINUTES AND RECORDINGS FROM JULY 18, 2023 AS PRESENTED

XI. New business

- a. Monthly Financials Statements for November 2023. ACTION {10}  
MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR NOVEMBER 2023 AS PRESENTED.
- b. Ordinance 2023/2024-6 Tax Abatement for Debt Service. ACTION {5}  
MOTION: THAT THE BOARD APPROVE ORDINANCE 2023/2024-6 TAX ABATEMENT FOR DEBT SERVICE AS PRESENTED.
- c. Per Capita & Equalization Aid Grant Application. ACTION {10}  
MOTION: THAT THE BOARD APPROVE THE 2024 PER CAPITA AND EQUALIZATION AID GRANT APPLICATION AS PRESENTED.
- d. Approval of Board Policies:
  - i. 1003 Electronic Participation at Meetings. ACTION {5}  
MOTION: THAT THE BOARD APPROVE POLICY 1003 ELECTRONIC PARTICIPATION AT MEETINGS AS PRESENTED.
  - ii. 4045 Social Media. ACTION {5}  
MOTION: THAT THE BOARD APPROVE POLICY 4045 SOCIAL MEDIA AS PRESENTED.
- e. WNPL Strategic Plan 2023-2025 update. INFORMATION {15}
- f. WNPL Budget Timeline for FY 2024-2025 budget. INFORMATION {5}
- g. Fundraising update. INFORMATION {10}
- h. Membership renewals for Trustees. INFORMATION {5}
- i. Other potentially actionable items: Agenda items for February 2024 Regular Meeting. INFORMATION {5}
  - i. Annual Self-evaluation and Goals
  - ii. Initial overview of potential capital projects for FY 24-25

- iii. Bookmobile update
- iv. Makerspace update
- v. Board Policies
- vi. Personnel Policy 308 Time Off to Vote
- 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. Friends of the Library Meeting January 25, 2024, 1:00 p.m.
  - 2. Next Committee of the Whole Meeting, Tuesday, February 6, 2024, 7:00 p.m.
  - 3. Next Regular Meeting: Tuesday, February 20, 2024, 7:00 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 164 minutes}