

Warren Newport Public Library

Board of Trustees

Regular Meeting

February 20, 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: Minutes of Regular Meeting January 16, 2024
 - b. Reports of Standing Committees.
 - i. Decennial Committee in Local Government Efficiency, February 6, 2024
 - ii. Committee of the Whole February 6, 2024:
 1. Financial Committee
 2. Building and Grounds
 3. Policy
 4. Summary, Personnel and General
 - c. Monthly Financial Statement for December 2023
 - d. Approval of payrolls for January 2024
 - e. Approval of bills payable for December 2023
 - f. Patron Suggestions January 2024

- g. Approval of Personnel Policies:
 - i. 308 Voting Leave
 - ii. 309 Bereavement Leave
- 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 2024. INFORMATION {5}
- X. Old Business
 - a. Automated Materials Handling System update. INFORMATION {5}
- XI. New business
 - a. Approval of Board Policy 1010 Trustee Code of Ethics and Behavior. ACTION {5}
MOTION: THAT PERSONNEL POLICY 1010 TRUSTEE CODE OF ETHICS AND BEHAVIOR BE APPROVED AS PRESENTED.
 - b. Approval of Personnel Policy 311 Jury Duty and Witness Duty. ACTION {5}
MOTION: THAT PERSONNEL POLICY 311 JURY DUTY AND WITNESS DUTY BE APPROVED AS PRESENTED.
 - c. Elimination of Policy 312 Witness Duty. ACTION {5}
MOTION: THAT PERSONNEL POLICY 312 WITNESS DUTY BE ELIMINATED.
 - d. Makerspace update. ACTION {5}
MOTION: THAT THE BOARD ALLOCATE THE \$5,000 BUDGETED IN FY 2023-2024 FOR THE MOBILE SERVICES OFFICE REMODEL TO THE MAKER SPACE PROJECT, IN ADDITION TO ALLOCATING THE \$2,946 REMAINING RAISED DURING THE BIKERS FOR BOOKS FUNDRAISER TO THE MAKER SPACE PROJECT.
 - e. Other potentially actionable items: Agenda items for March 2024 Regular Meeting. INFORMATION {5}
 - i. Financial Statements for January 2024
 - ii. Board Training and self-development: Ready, Set, Advocate Module One
 - iii. Capital projects for FY 24-25
 - iv. Executive Director quarterly review-evaluation and goals
 - v. Board Policies:
 - 1. 1030 Board and Executive Director Responsibilities
 - 2. 4040 Identity Protection

vi. Personnel Policies

1. 306 Worker's Compensation Insurance
2. 307 Sick Leave Benefits

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 February 22, 2024, 1:00 p.m.
2. Next Committee of the Whole Meeting, Tuesday, March 5, 2024, 7:00 p.m.
3. Freedom of Information Day, Saturday, March 16, 2024
4. Next Regular Meeting: Tuesday, March 19, 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 99 minutes}