

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**March 19, 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. Monthly Financial Statement for January 2024
  - b. Approval of payrolls for February 2024
  - c. Approval of bills payable for January 2024
  - d. Patron Suggestions February 2024
  - e. Approval of Board Policies:
    - i. 1030 Board and Executive Director Responsibilities
    - ii. 4040 Identity Protection
  - f. Approval of Personnel Policies:
    - i. 306 Worker's Compensation Insurance
    - ii. 307 Sick Leave Benefits
- 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 2024. INFORMATION {5}
- X. Old Business
- a. Automated Materials Handling System contract award. INFORMATION AND ACTION {15}  
MOTION: THAT THE BOARD AWARDS THE AUTOMATED MATERIALS HANDLING SYSTEM CONTRACT TO LYNGSOE SYSTEMS AS PRESENTED.
- b. Staff Recognition Program Rollout. INFORMATION {15}
- XI. New business
- a. Approval of Secretary's reports: Minutes of Regular Meeting February 20, 2024. ACTION {5}  
MOTION: THAT THE SECRETARY'S REPORT: MINUTES OF REGULAR MEETING FEBRUARY 20, 2024, BE APPROVED AS PRESENTED.
- b. Reports of Standing Committees. Committee of the Whole March 5, 2024 ACTION {5}
- i. Finance
- ii. Building and Grounds
- iii. Policy
- iv. Summary, Personnel and General  
MOTION: THAT THE REPORTS OF THE COMMITTEE OF THE WHOLE MARCH 5, 2024 BE APPROVED AS PRESENTED.
- c. Executive Director review - evaluation and goals. INFORMATION {10}
- d. Other potentially actionable items: Agenda items for April 2024 Regular Meeting. INFORMATION {5}
- i. Decennial Committee report
- ii. Financial Statements for February 2024
- iii. Initial presentation of budget draft
- iv. Board quarterly self-evaluation and goals
- v. 2023-2025 WNPL Strategic Plan update
- vi. Bookmobile update
- vii. Window signage update
- viii. Service model transition for Mobile Services update
- ix. Board Policies:
1. 3020 Circulation
2. 3030 Programming

- x. Personnel Policies
  - 1. 316 Health Insurance
  - 2. 317 Life Insurance
  - 3. 319 Disability Benefits Plans
- xi. 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. Library Closed Easter Sunday, March 31, 2024
  - 2. Decennial Committee, Tuesday, April 2, 2024, 7:00 p.m.
  - 3. Committee of the Whole Meeting, Tuesday, April 2, 2024, 7:00 p.m.
  - 4. Next Regular Meeting: Tuesday, April 16, 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 124 minutes}