

# Warren-Newport Public Library District Board of Trustees

## Regular Meeting

**Tuesday, April 15, 2025, 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 {2}
  - a. Approval of payrolls for March 2025
  - b. Approval of bills payable for February 2025
  - c. Patron Suggestions March 2025
  - d. Approval of Board Policy 1045 Minutes and Recording of Executive Sessions
  - e. Approval of Personnel Policies:
    - i. 324 Employee Assistant Program
    - ii. 326 Flexible Spending Account

**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 2025. INFORMATION {5 }

X. Old Business

- a. Facilities improvement plan update. ACTION {15}  
MOTION: THAT THE BOARD APPROVE THE PURCHASE OF SHELVING AND NEW SERVICE DESKS FROM LFI THROUGH THE TIPS COOPERATIVE PURCHASING AGREEMENT IN THE AMOUNT OF \$243,764, TO WAIVE THE COMPETITIVE BIDDING PROCESS AS PERMITTED UNDER SECTION 2.04 OF BOARD POLICY 2025 PURCHASING (BIDS/QUOTES) REGARDING JOINT PURCHASES WITH OTHER GOVERNMENTAL AGENCIES, AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE ALL NECESSARY DOCUMENTS RELATED TO THIS PURCHASE, AS PRESENTED.
- b. Developer Donation Agreement with Ten Hotel & Residences, LLC. ACTION {5}  
MOTION: THAT THE BOARD ADOPT THE DEVELOPER DONATION AGREEMENT WITH TEN HOTEL & RESIDENCES, LLC. AS PRESENTED.

XI. New business

- a. Secretary's Report: Approval of Minutes of Regular Meeting March 18, 2025. ACTION {3}  
MOTION: THAT THE BOARD APPROVE MINUTES OF REGULAR MEETING MARCH 18, 2025, AS PRESENTED.
- b. Reports of Standing Committees: Committee of the Whole April 1, 2025. ACTION {3}
  - i. Finance
  - ii. Building and Grounds
  - iii. Policy
  - iv. Summary, Personnel and GeneralMOTION: THAT THE BOARD APPROVE REPORTS OF COMMITTEE OF THE WHOLE APRIL 1, 2025, AS PRESENTED.
- c. Approval of Monthly Financial Statements for February 2025. ACTION {5}  
MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR FEBRUARY 2025.
- d. Approval of Board Policy 4013 Gift Donation. ACTION {3}  
MOTION: THAT THE BOARD APPROVE BOARD POLICY 4013 GIFT DONATION AS PRESENTED.
- e. Approval of Board Policy 4018 Naming Facilities. ACTION {3}

MOTION: THAT THE BOARD APPROVE BOARD POLICY 4018 NAMING FACILITIES AS PRESENTED.

- f. Ordinance 2024/2025-7 Ordinance Amending Budget and Appropriation Ordinance for Fiscal Year 2024-2025. ACTION {10}

MOTION: THAT THE BOARD ADOPT ORDINANCE 2024/2025-7 ORDINANCE AMENDING THE BUDGET AND APPROPRIATION ORDINANCE FOR FY 2024-2025 AS PRESENTED.

- g. Initial presentation of budget FY 2025-2026 first draft. INFORMATION {25}

- h. Other potentially actionable items: Agenda items for May 2025 Regular Meeting. INFORMATION {5}

i. Monthly Financial Statements for March 2025

ii. Review of the latest FY2025-2026 budget draft and discussion

iii. Reorganization of the Board of Trustees

iv. Tentative transfer of funds from Expendable Trust to Endowment Fund

v. Board Policies

1. 2025 Purchasing (Bids-Quotes)

2. 2035 Disposal or Sale of Library Property

3. 3072 Local Author Collection

4. 4015 Sponsorship

vi. Personnel Policies

1. 401 Timekeeping

2. 403 Paydays

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. Committee of the Whole, Tuesday, May 6, 2025, 7:00 p.m.

2. Library Closed for Staff Development Half Day: Thursday, May 8, 2025, 9:00 a.m. to 1:00 p.m.

3. Regular Meeting, Tuesday, May 20, 2025, 7:00 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 143 minutes}