

Warren-Newport Public Library District Board of Trustees

Regular Meeting

May 20, 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. Consolidated Election Abstract of Votes from the Lake County Clerk
 - iii. Other
- V. 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 of Regular Meeting April 15, 2025
 - b. Monthly Financial Statements for March 2025
 - c. Approval of payrolls for April 2025
 - d. Approval of bills payable for March 2025
 - e. Patron Suggestions April 2025
 - f. Approval of Board Policies:
 - i. 2025 Purchasing (Bids-Quotes)
 - ii. 2035 Disposal or Sale of Library Property
 - iii. 3053 Study Rooms
 - iv. 3072 Local Author Collection
 - g. Approval of Personnel Policies
 - i. 409 Administrative Pay Corrections to be eliminated and combined with Policy 410 Payroll Deductions and Corrections

ii. 410 Payroll Deductions and Corrections

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

VI. Item(s) removed from consent agenda, if any. ACTION {5}

VII. Old Business

a. Reports of Standing Committees. Committee of the Whole May 6, 2025.

ACTION {3}

i. Finance

ii. Building and Grounds

iii. Policy

iv. Summary, Personnel and General

MOTION: THAT THE BOARD APPROVE THE COMMITTEE OF THE WHOLE REPORTS FOR MAY 6, 2025, AS PRESENTED.

b. Transfer of funds from Expendable Trust to Endowment Fund.

ACTION {10}

MOTION: THAT THE BOARD APPROVE THE TRANSFER OF \$2,000 FROM EXPENDABLE TRUST TO THE ENDOWMENT FUND.

VIII. Swearing in of trustees elected April 1, 2025, by the Secretary. ACTION {10}

IX. Adjournment *sine die*, (adjournment “without day,” a final adjournment that has the effect of dissolving the outgoing board) ACTION {1}

MOTION: THAT THE MEETING BE ADJOURNED *SINE DIE*.

X. Seating of the new board ACTION {10}

a. Election of President pro tempore, presided over by immediate past president. ACTION

MOTION: TO NOMINATE A PRESIDENT PRO TEMPORE.

b. Election of Secretary pro tempore, presided over by immediate past secretary. ACTION

MOTION: TO NOMINATE A SECRETARY PRO TEMPORE

c. Call to Order, roll call, and determination of quorum. ACTION

XI. Election of officers. Election of president or a slate of candidates is chaired by president pro tempore. New president takes chair upon election, and unless elected as part of a slate of nominees, presides over the elections of vice president, treasurer, and secretary. New secretary then takes over for secretary pro tempore. ACTION {10}

MOTION: TO NOMINATE A SLATE FOR PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY.

- XII. Resolutions in Honor of Trustees Katherine Arnold, Jo Beckwith and Andrea Farr Capizzi. ACTION {15}

MOTION: TO ADOPT THE RESOLUTION OF APPRECIATION HONORING KATHERINE ARNOLD AS PRESENTED AND READ.

MOTION: TO ADOPT THE RESOLUTION OF APPRECIATION HONORING JO BECKWITH AS PRESENTED AND READ.

MOTION: TO ADOPT THE RESOLUTION OF APPRECIATION HONORING ANDREA FARR CAPIZZI AS PRESENTED AND READ.

- XIII. Recess for informal acknowledgement of outgoing and incoming Trustees. {30}

- XIV. Reconvene to Regular Meeting. ACTION {<1}

- XV. Appointment of chairpersons by new President. ACTION {5}

- XVI. President's report. INFORMATION {5}

- XVII. Reports of other trustees. INFORMATION {5}

- XVIII. Executive Director's report May 2025. INFORMATION {5}

- XIX. New business

- a. Signature cards for officers. INFORMATION {5}

- b. Approval of Trustee Board Roster. ACTION {3}

MOTION: THAT THE BOARD RATIFY THE CURRENT BOARD ROSTER FOR FILING.

- c. Budget FY 2025-2026

- d. Training for newly elected trustees. INFORMATION {5}

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

- i. Ordinance for Regular Meeting Schedule for FY 2025-2026

- ii. Ordinance to Transfer Money to the Special Reserve Fund

- iii. Adoption of working Budget for FY 2025-2026

- iv. Strategic Plan update for 2023-2025

- v. Semi-annual review of closed session minutes

- vi. Executive Director Quarterly Review

- vii. Board Policies

1. 3001 Access to Materials

- 2. 3020 Circulation
- 3. 3023 Fines and Fees
- 4. 3067 Flags on WNPL Property
- viii. Personnel Policies
 - 1. 401 Timekeeping (Tentative)
 - 2. 403 Paydays (Tentative)
- ix. Other

XX. 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.

XXI. Announcements {5}

- a. By the chair:
 - i. Communications to the public
 - ii. Upcoming calendar:
 - 1. Library Closed Memorial Day, Monday, May 26, 2025.
 - 2. Next Committee of the Whole Meeting: Tuesday, June 3, 2025, 7:00 p.m.
 - 3. Next Regular Board Meeting: Tuesday, June 17, 2025, 7:00 p.m.
- b. By other trustees or the director

XXII. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 179 minutes}