

Warren-Newport Public Library District Board of Trustees

Regular Meeting

June 17, 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 {3}
 - a. Approval of payrolls for May 2025
 - b. Approval of bills payable for April 2025
 - c. Patron Suggestions May 2025MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.
- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. Old Business
 - a. Facilities Improvement Plan. ACTION {10}MOTION: THAT THE BOARD APPROVE THE FACILITIES IMPROVEMENT PLAN AS PRESENTED.
- VIII. President's report. INFORMATION {5}
- IX. Reports of other trustees. INFORMATION {5}
- X. Executive Director's report June 2025. INFORMATION {5}

XI. Old Business

- a. Approval of Annual Budget FY 2025-2026. ACTION {10}

MOTION: THAT THE BOARD APPROVED ANNUAL BUDGET FOR FISCAL YEAR 2025-2026 AS PRESENTED.

XII. New Business

- a. Secretary's Reports. Approval of Minutes of: ACTION {3}

i. Regular Meeting May 20, 2025, and

ii. Special Meeting June 5, 2025

MOTION: THAT THE BOARD APPROVE THE MINUTES OF REGULAR MEETING MAY 20, 2025, AS PRESENTED.

MOTION: THAT THE BOARD APPROVE MINUTES OF SPECIAL MEETING JUNE 5, 2025 AS PRESENTED.

- b. Reports of Standing Committees. Committee of the Whole June 3, 2025.

ACTION {3}

i. Finance

ii. Building and Grounds

iii. Summary and General

MOTION: THAT THE BOARD APPROVE THE COMMITTEE OF THE WHOLE REPORTS FOR JUNE 3, 2025, AS PRESENTED.

- c. Monthly Financial Statements for April 2025. ACTION {3}

MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR APRIL 2025 AS PRESENTED.

- d. Ordinance 2024/2025-8 Regular Meeting Schedule for FY 2025-2026.

ACTION {5}

MOTION: THAT THE BOARD APPROVE ORDINANCE 2024/2025-8 REGULAR MEETING SCHEDULE FOR FY 2025-2026 AS PRESENTED.

- e. Ordinance 2024/2025-9 to Transfer Money to the Special Reserve Fund.

ACTION {10}

MOTION: THAT THE BOARD APPROVE ORDINANCE 2024/2025-9 TO TRANSFER \$500,000 TO THE SPECIAL RESERVE FUND AS PRESENTED.

- f. Semi-annual Review of Closed Session Minutes. INFORMATION {10}

- g. Strategic Plan Progress Report Second Quarter 2025. INFORMATION {10}

- h. Executive Director Annual Goals Progress Report Second Quarter 2025. INFORMATION {10}
- i. Other potentially actionable items: Agenda items for July 2025 Regular Meeting. INFORMATION {5}
 - i. Ordinance Building and Maintenance Tax
 - ii. Ordinance Non Library Card Program
 - iii. Ordinance Tentative Budget & Appropriation
 - iv. Approval of Semi-annual Review of Closed Session Minutes
 - v. Annual Audit of Secretary's Meetings Minutes FY 2024-2025
 - vi. Board Policies
 - 1. 4030 FOIA
 - vii. Personnel Policies
 - 1. 401 Timekeeping (Tentative)
 - 2. 403 Paydays (Tentative)
 - 3. 405 Separation of Employment (Tentative)
 - viii. Board of Trustees Quarterly Review: Self-evaluation and Goals
 - ix. Other

XIII. 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.

XIV. Announcements {5}

- a. By the chair:
 - i. Communications to the public
 - ii. Upcoming calendar:
 - 1. Library Closed Independence Day, Friday, July 4, 2025.
 - 2. Next Regular Board Meeting: Tuesday, July 15, 2025, 7:00 p.m.
 - 3. Next Committee of the Whole Meeting: Tuesday, August 5, 2025, 7:00 p.m.
- b. By other trustees or the director

XV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 146 minutes}