

Warren-Newport Public Library District Board of Trustees

Regular Meeting

October 21, 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. Reports of Standing Committees. Committee of the Whole September 2, 2025:
 - i. Building and Grounds
 - b. Approval of payrolls for September 2025
 - c. Approval of bills payable for August 2025
 - d. Patron Suggestions September 2025MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.
- VI. Item(s) removed from consent agenda, if any. ACTION {3}
- VII. President's report. INFORMATION {3}
- VIII. Reports of other trustees. INFORMATION {5}
- IX. Executive Director's report October 2025. INFORMATION {5}
- X. Old Business

- a. Facilities Improvement Update. INFORMATION {15}
- b. Strategic Planning Update. INFORMATION {5}
- c. WNPL Website update. INFORMATION {5}

XI. New Business

- a. Secretary's Reports. Approval of Minutes of: ACTION {2}
 - i. Public Hearing September 16, 2025
 - ii. Regular Meeting September 16, 2025

MOTION: THAT MINUTES OF PUBLIC HEARING FOR BUDGET AND APPROPRIATION SEPTEMBER 16, 2025 BE APPROVED AS PRESENTED.

MOTION: THAT MINUTES OF REGULAR MEETING SEPTEMBER 16, 2025 BE APPROVED AS PRESENTED.

- b. Approval of Monthly Financial Statements for August 2025. ACTION {5}
- MOTION: THAT THE MONTHLY FINANCIAL STATEMENTS FOR AUGUST 2025 BE APPROVED AS PRESENTED.

- c. Reports of Standing Committees. Committee of the Whole October 7, 2025 {2}
 - i. Building and Grounds
 - ii. Summary and General

- d. Resolution 2025/2026-2 To Determine the Estimate of Funds Needed for FY 25-26. ACTION {5}

MOTION: THAT RESOLUTION 2025/2026-2 TO DETERMINE THE ESTIMATE OF FUNDS NEEDED FOR FISCAL YEAR 25-26, BE APPROVED AS PRESENTED.

- e. Per Capita and Equalization Aid Grant Application requirements. INFORMATION {10}
- f. Board of Trustees Quarterly Review: Evaluation and Goals. INFORMATION {10}
- g. Executive Director Evaluation Timeline. INFORMATION {5}
- h. Strategic Plan Progress Report Third Quarter 2025. INFORMATION {10}
- i. Other potentially actionable items: Agenda items for November 2025 Regular Meeting. INFORMATION {5}
 - i. Monthly Financial Statements for September 2025
 - ii. Annual Levy Ordinance FY25-26

- iii. Strategic Planning Process Update
- iv. Annual Audit and Financial Reports
- v. Board Policies TBD
- vi. Personnel Policies TBD
- vii. Annual Review of Executive Director's Performance
- viii. Per Capita and Equalization Aid Grant Requirements
- ix. 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. National Friends of the Library Week: October 19-25, 2025.
 - 2. Friends of the Library Meeting, October 23, 2025, 1:00 p.m.
 - 3. Next Committee of the Whole Meeting: Tuesday, November 4, 2025, 7:00 p.m.
 - 4. Friends of the Library Booksale: Saturday, November 8, 2025.
 - 5. Regular Board Meeting Tuesday, November 18, 2025, 7:00 p.m.
 - 6. Library Closed for Staff Development Day, Thursday November 20, 2025.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 142 minutes}