

President's Report, January 2019

December 12 Personnel policy work for December Regular Meeting
(30 minutes)

December 15 Update ED Evaluation Binder (1 hour)

December 16 Edit ED Evaluation survey for next year (1 hour)
Work on Secretary's Board Knowledge Binder, Send to Bonnie
(30 minutes)

December 17 Notes for Exec Session (30 minutes)

December 18 December Regular Meeting
Write and file Change of Salary Memo
Finish recordkeeping for 2018 ED Evaluation
Finalize policies: 3013 Library Card, 401 Timekeeping, 403
Paydays, 409 Administrative Pay Corrections (2.5 hours)

December 19 Get organized to assume Policy Chair responsibilities (1 hour)

December 20 Meet with Ryan to plan January Regular Agenda (1 hour)

December 21 Edit Trustee Candidate election and candidate profile document
Phone appointment to confirm BAB Subsidy refund information
(1 hour)

December 27 Policy work: 1020 Conflict of Interest (2 hours)

December 28 Policy work: 1010 Trustee Code of Ethics and Behavior (2 hours)

December 29 Update Policy Binder (4 hours)

January 8 Sign checks (30 minutes)
Policy work: 3035 Reference and Reader's Advisory Service
(1 hour)

Jo Beckwith, President
WNPLD Board of Trustees
1/15/19