

**Warren-Newport Public Library District  
Board of Trustees  
Committee of the Whole Report  
Summary, Buildings & Grounds, Personnel, and General Topics**

**Date, and Location:** Tuesday, February 7, 2017, McCullough Board Room

**Members Attending:** Andrea Farr Capizzi, Nancy Sheldon, Sue Niemi, Jo Beckwith, George Kotsinis, Ryan Livergood

**Members Absent:** Bob Diehl, Tom Colwell

**Also Attending:** Kathleen Kettman, Bonnie Sutton, Noreen Reese (7:09)

**Overall Summary:**

The meeting was called to order at 7:01 p.m. Committee of the Whole included Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports from the Chairperson of each area follow. Trustee Kotsinis moved and Trustee Sheldon seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:42 p.m.

**Committee of the Whole – Buildings and Grounds:**

Book return lighting options were discussed. The cheap options have weather and maintenance concerns. A circuit check of the current light post may make it possible to add one light there. There was not enough support to continue researching and budgeting for this.

**Agenda item(s) for next Committee of the Whole:**

Tom will recommend those when he returns.

**Committee of the Whole – Personnel Topics:**

Policy 202 Personnel Files: Include professional advisors (legal and auditors) in ¶ 2. Require a vote of 5 or more to allow Trustees to review personnel files. Remove “at least five days” from 3<sup>rd</sup> bullet point on page 1. Change all occurrences of Administrative Associate to Human Resources Associate. Allow 30 days for an employee to offer a denial or explanation of an evaluation, commendation, complaint, or suggestion. Forms for requesting a review of an employee’s personnel record are to be obtained from the HR Associate. No charge for copies made of a personnel record.

**Recommendation(s) for Board Action**

Recommend that the Board approve Personnel Policy 202 Personnel Files (new business)  
Recommend that the Board approve Personnel Policy 203 Employment References and Verifications (consent agenda)  
Recommend that the Board approve Personnel Policy 204 Personnel Data Changes (consent agenda)

**Agenda item(s) for next Committee of the Whole:**

205 Introductory Period  
208 Employment Applications  
209 Performance Evaluation

**Committee of the Whole – General Topics**

Ordinances are in the process of being added to the Library website.

The Trustee Orientation section of the ExtraNet was reviewed. Board suggestions from the first review have been incorporated. A color scheme has been added. Trustees will read and alert Jo to any typographical errors. Remaining work: 1) add the "coming soon" documents; 2) add some photos to break up the text-heavy pages. When these are done, the site will be presented again for final input and approval. Overall, the Board was pleased with the site's progress.

Board Self-Evaluation surveys were handed out.

Jo Beckwith  
2/7/2017