

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

Date, and Location: Tuesday, February 6, 2018

Members Attending: Tom Colwell, George Kotsinis, Andrea Farr Capizzi, Kathleen Kettman, Anne Linsdau, Bonnie Sutton (attending remotely), Jo Beckwith, Ryan Livergood

Also Attending: Kevin Getty, Noreen Reese, Meg Schmaus

Overall Summary:

The meeting was called to order at 7:01 p.m. President Beckwith moved and Trustee Kettman seconded to allow Trustee Sutton to attend the meeting remotely. The motion carried on voice vote. Committee of the Whole included: Finance, Policy, Personnel, and General topics. Reports of each area follow. Trustee Kotsinis moved and Trustee Linsdau seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:15 p.m.

Personnel Topics: What was discussed, reported on, accomplished? Was there consensus on a decision?

504 Use of Phone and Mail Systems. Consensus to eliminate this policy.

526 Cell Phone Usage: Consensus to approve policy as presented.

Employee review of key policies: The list of core policies for all staff to review is complete. Additional policies for review by departmental staff will vary; those policies will be identified next.

General Topics: What was discussed, reported on, accomplished? Was there consensus on a decision?

The Board watched the United for Libraries Short Takes Video on Library Policies. Brief discussion followed.

Recommendation(s) for Board Action (if any):

Approve 504 Use of Phone and Mail Systems for elimination from the Staff Manual (consent agenda)
Approve 526 Cell Phone Usage as presented (consent agenda)

Tasks Pending (if any) Who – What – When: Who's doing the task? What is it? What's the deadline?
Ryan and other staff – finish list of policies for staff review.

Personnel and General Agenda item(s) for next Committee of the Whole:

516 Computer Use
517 Internet Use
Update on employee review of key policies

Jo Beckwith
2/6/2018