

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

**Date, and Location:** February 12, 2019, McCullough Board Room

**Members Attending:** Anne Linsdau-Hoeppner, Bonnie Sutton, Andrea Farr Capizzi, Jennifer Cheng, George Kotsinis, Jo Beckwith, Ryan Livergood

**Members Absent:** Kathleen Kettman

**Also Attending:** Noreen Reese

**Overall Summary:**

The meeting was called to order at 7:00 p.m. Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Kotsinis moved and Trustee Farr Capizzi seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:42 p.m.

**Policy:**

2003 Fund Balance: Accept all changes.

3057 Art Collection: Accept all current changes. Hold for March due to the reference to 2035 Disposal of Library Materials/Personal Property, which needs changes to better coordinate with 3057. 2035 will be placed on the March CW agenda.

3065 Technology Use by the Public: Accept all changes.

3070 Food Allergies: No changes.

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

601 Leaves of Absence: Paid parental leave was discussed. Ryan will check on this further. 601 will be held over for March CW.

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

Board Self-Evaluation Survey: George showed the final survey and explained how to fill it out and return it. Surveys will be sent tonight and are due prior to next week's Board meeting.

Trustee Vacancy: Kathleen's resignation will be on the February Regular Meeting agenda for acceptance. An ES will be on the agenda so that the Board can discuss how to fill the vacancy.

Trustee Development: WNPL Deposit Collections were detailed and explained.

Confidentiality and Holds: Holds will be identified using the first 3 letters of the last name combined with the last 4 digits of the library card barcode number.

**Recommendation(s) for Board Action (if any), consent agenda or new business?**

2003 Fund Balance: Approve as presented (consent)

3065 Technology Use by the Public: Approve as presented (consent)

3070 Food Allergies: Approve as presented (consent)

**Tasks Pending (if any) Who – What – When:** Who's doing the task? What is it? What's the deadline?

Ryan: Gather further info on paid parental leave. What are other libraries doing and what has their experience been?  
Compile data on the impact of making this change.

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

1017 Board Self-Evaluation

2013 Audit

2035 Disposal of Surplus Library Materials/Personal Property

3007 Standards of Public Service

3030 Programming

601 Leaves of Absence

Timeline of ED Evaluation

Board Self-Evaluation

Trustee Vacancy

Jo Beckwith, President

2/12/2019