

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

Date, and Location: Tuesday, February 2, 2021, Virtual Meeting

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

Also Attending: Gina Ornelas, Noreen Reese, Sandy Beda

Overall Summary:

The meeting was called to order at 7:00 p.m. President Beckwith read the Requirements of the Government Emergency Administration Act and verified that each participant could hear the audio. Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Linsdau Hoepfner moved and Trustee Beckwith seconded to adjourn the meeting. The motion carried on a unanimous roll call vote. Committee of the Whole adjourned at 8:46 p.m.

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

Twenty personnel policies and one Board Policy contain the term Human Resources Associate. This job title has been changed to Human Resources Generalist. This term will be edited in all 21 policies, and February Regular Meeting Agenda will include approval for this on the consent agenda.

701 Employee Conduct and Work Rules: No changes. Consensus to approve via consent agenda.

702 Drug and Alcohol Use: Change of HR Associate to HR Generalist. Consensus to approve via consent agenda.

703 Harassment, Discrimination and Retaliation: Added Board Policy 1061 to the footer of the exhibit to assure change if either is edited. Adjusted spacing of form. Consensus to approve via consent agenda.

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

The Board discussed chapters 9-13 of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Areas for improvement were: 1) develop a Technology Plan; 2) formalize the Communication/Marketing Plan; 3) examine and tweak ADA concerns on the WNPLD website. EDI Committee is doing a diversity audit of the collection and exploring how to better factor in community demographics, special populations, and the availability of programming from other organizations into WNPL programming efforts.

The Board agreed that developing a new strategic plan is still not realistic at this point, as it is a collaborative effort with a common goal that cannot be pursued virtually. We will revisit this quarterly. Ryan gave an operations update. The current goal is to aim for some reopening for March 1.

Ryan shared a video on Waukegan Public Library's Promotores Ambassador Program. This program was a winner of the National Medal for Museum and Library Service in 2013. The medal is the nation's highest honor conferred on museums and libraries for service to the community and celebrates institutions that make a difference for individuals, families, and communities.

The official launch of the Board ExtraNet site will be February 19 after extra measure are taken to secure the site.

Lake County has included library workers in Tier 1C for vaccinations.

Library Association memberships for this year: ALA- Anne; ILA – George; United for Libraries – Katherine.

Andrea will be part of the WNPL Team for the Exchange Club Trivia Contest.

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

Edit 20 Personnel policies and 1 Board policy for: HR Associate to HR Generalist: Approve via consent agenda.

701 Employee Conduct and Work Rules: Approve via consent agenda.

702 Drug and Alcohol Use: Approve via consent agenda.

703 Harassment, Discrimination and Retaliation: Approve via consent agenda.

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

Katherine and Jo: Discuss Board policy review schedule.

Jo Beckwith, President

2/2/2021