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

Date, and Location: March 7, 2017, McCullough Board Room

Members Attending: Andrea Farr Capizzi, Tom Colwell, George Kotsinis, Jo Beckwith, Nancy Sheldon (arrived 7:43), Ryan Livergood

Absent: Bob Diehl, Sue Niemi

Also attending: Kathleen Kettman, Kevin Getty, Noreen Reese, Steve Weinberg

Overall Summary:
The meeting was called to order at 7:03 p.m. Committee of the Whole included Finance (7:04 p.m.), Policy (7:33 p.m.), and General topics (7:58 p.m.). Finance and Policy reports follow. Trustee Farr Capizzi moved and Trustee Kotsinis seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:34 p.m.

Committee of the Whole – General Topics

Progress is being made on compiling the remaining documents for the About WNPL page on the Trustee Orientation section of the ExtraNet. Ordinances have been placed on the WNPL website. Go to www.wnpl.info > About > Ordinances.

Discussion of Board goals for 2017: 1) Recording Board knowledge; 2) Board development.

Recording Board knowledge for future trustees: Three of the five trustees present wanted to pursue this goal. Ideas discussed include: history of WNPLD Board dysfunction; how to accomplish the duties of Board offices; how to accomplish the duties of each Chair; documentation of policy work, including the schedule of policy revisions, writing conventions, and identification of a preferred manual of style. George proposed a wiki approach to the documents. Ryan will check on whether the wiki approach presents any OMA problems. George will take the lead on this goal; he will start by developing a template of categories for the April CW meeting. We will discuss this further with the goal of equally distributing the work of creating this documentation.

Board Development: All five trustees present supported this goal. The Board will adopt a culture of learning based upon the idea that learning is essential to good Board functioning. We will begin after the reorganization of the Board in May. The Board will watch and discuss the *Short Takes* videos. Preference was expressed for doing this at CW meetings rather than at regular Board meetings whenever possible. After the Short Takes series is completed, we will commit to 2-3 learning events a year, each planned and organized by different trustees (2-3 trustees for each event). These will also take place in meetings. Learning together at meetings should increase the Board's ability to be adaptable, innovative, and efficient, particularly when it comes to understanding and solving the problems before us. It will also minimize the time that Trustees spend on Board development outside of meetings. More learning = more success for the Board and therefore, more success for the Library.

What's Next? (Owner - Action Items - Deadline):

Ryan and other staff: Continue assembling and posting the remaining documents on the About WNPL section of the ExtraNet.
Ryan: Check on whether a wiki approach to documenting Board knowledge is OMA-compliant.
George: Take the lead on documenting Board Knowledge.
George: Develop a template for documenting Board knowledge for the April CW meeting.
Andrea: Write a history of the Board's dysfunction by the July CW.
All trustees: Send any ideas for recording Board knowledge to George for inclusion in his template.

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

Finance: Review of February 2017 financial statements; Initial draft of the budget

Policy work: 2040 Wage Scale (for sure); 3013 Library Card (probable); 3040 Services to Schools (possible)

Personnel policies: 205 Introductory Period; 208 Employment Applications; 209 Performance Evaluation

General: Review of template for documenting Board Knowledge on the ExtraNet; distribution of work for completing that documentation

Jo Beckwith
3/7/2017