

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

Date, and Location: Tuesday, March 3, 2020; McCullough Board Room

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

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 Sutton seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:28 p.m.

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

506 Rest and Meal Periods: Consensus to approve with language change in paragraph 2 from the Illinois Department of Labor website.

507 Overtime: No changes. Consensus to approve.

510 Emergency Closings: Minor changes. Additional change of moving the first sentence of paragraph 3 to the end of the paragraph 2. Consensus to approve.

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

Board Self-Evaluation: George distributed the survey results and lead a discussion on them. Lowest scores were: 3.7 for Board members are familiar with the history and the role of the Friends of the Library; 3.1 for Board members participate in fundraising activities; and 3.7 for Board members all participate in contributing to the work that must be accomplished outside of meetings. Overall summary comments and areas where performance could be more effective were discussed. The Board selected the following goals for this year: 1) Increase our interaction with FOL (perhaps a “mixer” event with them?); 2) Increase focus on financial acumen (after tax season); 3) Work on Board succession planning.

Census 2020: Libraries' Guide: Ryan distributed an ALA document: *Libraries' Guide to the 2020 Census*. He will forward a copy to Board members electronically. There is also information in the *Inside Angle* Mar-May issue and *American Libraries* March/April issue.

Strategic Plan 2020-2022: Community Demographics: Ryan shared a summary of an Analytics on Demand (AOD) demographics report. Two important takeaways were: the change in senior population warrants a survey or other outreach to seniors; the community served by WNPLD is growing more diverse in ethnicity and language. Information on AOD mosaics can offer more insights on the population we serve.

ILA Trustee Forum Workshop: This workshop is Saturday, March 14 at the Chicago Marriott Oak Brook. Though registration has closed, any Trustee who would like to go should contact Ryan asap so that he can facilitate registration.

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

That the Board approve personnel policy 506 Rest and Meal Periods (consent)

That the Board approve personnel policy 507 Overtime (consent)

That the Board approve personnel policy 510 Emergency Closings (consent)

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

Add new Board goals to intranet: Jo (asap)

Edit Board eval survey for next year: Jo (no urgent deadline)

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

508 Use of Equipment and Vehicles

512 Business Travel Expenses

514 Visitors in the Workplace

Jo Beckwith, President

3/3/2020