

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

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

Members Attending: Andrea Farr Capizzi, Bonnie Sutton, Anne Linsdau-Hoeppner, Katherine Arnold, George Kotsinis, Jennifer Cheng (7:03 p.m.), Jo Beckwith, Ryan Livergood

Also Attending: Noreen Reese, Gina Ornelas, Sandy Beda, Kevin Getty

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 member could hear the audio. Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Sutton moved and Trustee Farr Capizzi seconded to adjourn the meeting. The motion carried on a unanimous roll call vote. Committee of the Whole adjourned at 8:03 p.m.

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

701 Attendance and Punctuality: No substantive changes. Consensus to approve.

705 Personal Appearance: Minor grammar changes. Clarification on blue jeans versus denim jeans of any color. Addition of Accommodation for Religious Beliefs. Consensus to approve.

706 Return of Property: No substantive changes. Consensus to approve.

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

Library Operations Update: Opening Day went great and was well received by patrons. The staff did a great job. We are on the way to normalcy. Safety guidelines for staff and patrons address issues such as mask wearing. Contactless pickups and printing are especially appreciated by our community.

Board Succession Planning: Trustees were asked to consider the jobs for the reorganizational meeting in May. This will be discussed further at the April CW meeting.

Board Development: The Board watched the video *Short Takes for Trustees – Succession Planning and New Board Orientation*.

The Board members should fill out their SEI forms through the Lake County Clerk. We have all received reminder emails in our WNPL email.

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

Move to approve Policy 701 Attendance and Punctuality as presented (consent)

Move to approve Policy 705 Personal Appearance as presented (consent)

Move to approve Policy 706 Return of Property as presented (consent)

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

Succession planning

Jo Beckwith, President

3/2/2021