

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

Date, and Location: Monday, April 3, 2017, McCullough Board Room

Members Attending: Nancy Sheldon, George Kotsinis, Sue Niemi, Andrea Farr Capizzi, Jo Beckwith, Ryan Livergood

Members Absent: Tom Colwell, Bob Diehl

Also Attending: Noreen Reese, Kathleen Kettman, Bonnie Sutton

Overall Summary:

The meeting was called to order at 7:01 p.m. Committee of the Whole included Finance, Policy, and General topics. Reports from the Chairpersons of Finance and Policy follow. Trustee Sheldon moved and Trustee Kotsinis seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:38 p.m.

Committee of the Whole – General Topics:

General Topics began at 8:26 p.m.

Board Goals: Documenting Board Knowledge.

George did not have time to create the template. We will postpone this to June CW. Also, Trustees did not send George ideas for content.

Further clarification was needed on what to send to George. It included:

- Documents list
- Policy review schedule
- Calendar of Board tasks with timing and deadlines
- Practices for various roles on the Board: i.e., What to look for when signing checks; Secretarial duties; editorial guidelines for policy work
- Archive of news articles

ExtraNet Update:

Board goals have been added. The Capital Needs Assessment and Disaster Plan have been posted to the "About WNPL" page. The only remaining items that still need to be added are the District Map, the Management Team Directory, and the Technology Plan. These will be up in the next couple of weeks.

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

George: Finish Board Knowledge template for June CW.

Jo: See Noreen regarding admin archive of news articles

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

Personnel policies: 205 Introductory Period, 208 Employment Applications, 209 Performance Evaluations

Jo Beckwith
4/3/17