

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

Date, and Location: Tuesday, April 3, 2018, McCullough Board Room

Members Attending: Bonnie Sutton, Kathleen Kettman, Anne Linsdau, George Kotsinis, Andrea Farr Capizzi
Tom Colwell, Jo Beckwith, Ryan Livergood

Overall Summary:

The meeting was called to order at 7:01 p.m. Committee of the Whole included: Finance, Policy, Personnel, and General topics. Reports of each area follow. Trustee Farr Capizzi moved and Trustee Linsdau seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:34 p.m.

Personnel Topics:

Breakdown of core policies for employees to review by department and job are nearly complete. Report on further progress at May CW.

306 Workers' Compensation Insurance: No substantive changes. Consensus to approve (consent agenda).

308 Time Off to Vote: No substantive changes. Consensus to approve (consent agenda).

312 Witness Duty: No substantive changes. Consensus to approve (consent agenda).

517 Internet Usage: Added statement on personal use of the Internet. Consensus to approve (consent agenda).

General Topics:

Fine-free discussion: Jo and Ryan have had a slow response to inquiries on the fine free decision-making process of other libraries. They will keep pursuing the information for the May CW.

Disaster Plan: Review and discussion of the plan will be on the May CW agenda. Trustees should review the plan online with information Ryan provided.

Trustee Development: Analytics on Demand. Ryan presented information on how the data in Analytics on Demand can be used to provide better library service to district residents.

Ryan reminded Trustees to fill out their Statement of Economic Interest.

Recommendation(s) for Board Action:

Approve personnel policy 306 Workers' Compensation Insurance (consent agenda)

Approve personnel policy 308 Time Off to Vote (consent agenda)

Approve personnel policy 312 Witness Duty (consent agenda)

Approve personnel policy 517 Internet Usage as presented (consent agenda)

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

Jo and Ryan: More info gathering on elimination of fines.

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

Fine Free: Discussion with additional info

Disaster Plan: Review and discussion

Jo Beckwith, President
4/3/18