

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

**Date, and Location:** April 9, 2019 McCullough Board Room

**Members Attending:** Anne Linsdau Hoepfner, George Kotsinis, Andrea Farr Capizzi, Jennifer Cheng, Bonnie Sutton, Jo Beckwith, Ryan Livergood (attending remotely)

**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 other areas follow. Trustee Farr Capizzi left the meeting at 7:24 p.m. The Board entered into Executive Session at 7:58 p.m. The meeting reconvened at 8:18 p.m. Trustee Kotsinis moved and Trustee Linsdau seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:21 p.m.

**Policy Work:**

1017 Board Self Evaluation: Consensus to approve as presented.  
2013 Audit: Consensus to approve as presented.  
4018 Naming Facilities: Consensus to approve as presented.  
4025 Community and Media Relations: Consensus to approve as presented.

**Personnel Topics:**

601 Leaves of Absence: Minor changes to the draft. Consensus to approve.  
Former staff policies consolidated to form 601 Leaves of Absence are: 601 Medical Leave; 602 Family Leave; 606 Military Family Leave; and 607 Pregnancy-Related Absences. Consensus to eliminate these policies.

**General Topics:**

Options for a Library Legacy Society were discussed. Ryan will create a brochure after Bingo in the Books and soft launch the concept. Ryan and staff will discuss a timeline for an event to promote the society in the fall. The Board will discuss fundraising further at a future meeting.

**Announcements:**

SEI filings can be filled out electronically only until March 15. After that, the filing must be on paper by May 15.

**Recommendation(s) for Board Action**

1017 Board Self Evaluation: Approve via consent agenda.  
2013 Audit: Approve via consent agenda.  
4018 Naming Facilities: Approve via consent agenda.  
4025 Community and Media Relations: Approve via consent agenda.  
601 Leaves of Absence: Approve via consent agenda.  
601 Medical Leave: Eliminate via consent agenda.  
602 Family Leave: Eliminate via consent agenda.

606 Military Family Leave: Eliminate via consent agenda.  
607 Pregnancy-Related Absences: Eliminate via consent agenda.

**Tasks Pending**

Ryan: Create legacy brochure for soft launch; plan legacy society event for fall with staff

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

3053 Study Rooms

3055 Display and Literature Distribution

303 Vacation Benefits

Fundraising efforts

Jo Beckwith, President

4/9/2019