

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

**Date, and Location:** Tuesday, April 5, 2022, Meeting Room B

**Members Attending:** Katherine Arnold, Andrea Farr Capizzi, Celeste Flores Wendy Hamilton, George Kotsinis, Jo Beckwith, and Ryan Livergood

**Members Absent:** Bonnie Sutton

**Also Attending:** Gina Ornelas, Noreen Reese, Mike Barr

**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. Vice President Kotsinis moved and President Beckwith seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:27 p.m.

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

108 Conflicts of Interest as presented: Minor, non-substantive changes. Approve via consent agenda.

110 Outside Employment: Minor, non-substantive changes. Approve via consent agenda.

112 Confidentiality and Non-Disclosure: Minor, non-substantive changes. Approve via consent agenda.

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

**Library Operations and Mask Update:** Some days of spring break saw a 20-25% uptick in patrons. Ending mask requirements has relieved some stress on staff. The vending area will reopen soon.

**Short Takes for Trustees: Board Self-Evaluation:** The Board watched the video.

**Board Evaluation:** Wendy summarized the Board's self-evaluation survey results. Goals agreed upon for this year are: 1) Succession planning; 2) Increase the Board's financial acumen; 3) Complete the Treasurer's binder (Board Knowledge) for future Treasurers.

**Statement of Economic Interest Instruction Update:** The SEI filing deadline is May 2. Ryan will send further information on how to fill it out.

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

Approve Personnel Policy 108 Conflicts of Interest as presented (consent agenda)

Approve Personnel Policy 110 Outside Employment as presented (consent agenda)

Approve Personnel Policy 112 Confidentiality and Non-Disclosure as presented (consent agenda)

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

Jo: Send past years' Board goals to the Board and Ryan

Ryan: Send SEI info to Trustees

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

114 Accommodations for Employees with Disabilities

115 Serious Illnesses in the Workplace

116 Job Postings

**Jo Beckwith, President**

**4/19/2022**