

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

Date, and Location: Tuesday, May 4, 2021, Virtual Meeting

Members Attending: Bonnie Sutton, George Kotsinis, Katherine Arnold, Anne Linsdau, Andrea Farr Capizzi, Jo Beckwith, Ryan Livergood

Members Absent: Jennifer Cheng

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

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. Trustee Kotsinis moved and Trustee Beckwith seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:39 p.m.

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

703 Harassment, Discrimination, Retaliation: Correction of statutory reference. Approve via consent.

718 Problem Resolution: Minor wording changes. Approve via consent.

722 Workplace Etiquette: Minor wording changes. Approve via consent.

724 Respectful Workplace: One EDI change. Contact info added for Illinois Dept. of Human Resources. Approve via consent.

Date revisions for personnel policies: Approve via consent.

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

Library Operations Update: Planning is in progress for expansion of services with a target date of May 17. Probable changes: expand hours, restore limited seating, extend compute use to one hour, and monitoring conditions for normal operations in the fall. Some FOL volunteers are beginning to prep for reopening. Summer Reading sign up has begun. This year's goal is a million minutes. Quarantining of materials has concluded. We will aim for a face to face Board meeting on May 18. Inside Angle will be sent out soon. Ryan announced that Jan Marsh and Patty Sawin are retiring.

EDI Update: Ryan reported on the progress of the EDI Committee. Jan Marsh was instrumental in this work.

The Board briefly discussed succession planning for the May reorganizational meeting.

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

Approve policy 703 Harassment, Discrimination, Retaliation as presented. Consent.

Approve policy 718 Problem Resolution as presented. Consent.

Approve policy 722 Workplace Etiquette as presented. Consent.

Approve policy 724 Respectful Workplace as presented. Consent.

Approve Personnel policy effective date and review/revision label for personnel policies as presented. Consent.

**Jo Beckwith, President
May 4, 2021**