

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

**Date, and Location:** Tuesday, June 6, 2017, McCullough Board Room

**Members Attending:** Andrea Farr Capizzi, Kathleen Kettman, Bonnie Sutton, Anne Linsdau, Tom Colwell, Jo Beckwith, Ryan Livergood, George Kotsinis (7:10 p.m.)

**Also Attending:** Doug Wideburg, Kevin Getty, 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 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 8:48 p.m.

**Committee of the Whole – Personnel Topics:**

208 Employment Applications: Change “all applicants” to those who “are offered a new position” with regard to undergoing a criminal background check.

210 Job Descriptions: Update elements of job descriptions. In the statement of who prepares job descriptions: add Deputy Director and change hiring manager to Human Resources Associate.

**Committee of the Whole – General Topics**

The Board watched the United for Libraries Short Takes Video: *What It Means to Be a Trustee*. Accompanying resource lists will be included in future CW packets.

Trustees checked and corrected their contact information on the Board’s roster.

The Board discussed meeting dates for FY2017-2018.

Recording Regular Board Meetings was discussed. The practice will continue.

George designed templates for documentation of Board Knowledge. Jo will distribute them to other Trustees.

The Board began to examine Trustee Orientation materials. Since Ryan went over these with Anne, Bonnie, and Kathleen in their recent meetings, they will continue to explore them on their own.

**What’s Next? (Owner – Action Items – Deadline):**

- All Trustees: examine Board Knowledge templates and give George their feedback.
- Ryan: Discuss methods for documenting Board Knowledge with Amy Blanchard and Kevin Getty. The goal is to find a platform that can store Board Knowledge without requiring technological wizardry on the part of Trustees and does not demand a great deal of staff time as a substitute. The method for this must be something user-friendly that can be maintained by future trustees.

- Anne, Bonnie, and Kathleen: Examine Trustee Orientation materials asap. Direct questions to any Trustee or to Ryan. Direct feedback on the orientation materials to Jo and Ryan.

**Recommendation(s) for Board Action**

Approve personnel policy 208 Employment Applications (consent agenda)

Approve personnel policy 210 Job Descriptions (consent agenda)

Approve the Ordinance for the Annual Meeting schedule for FY 2017-18 (new business)

**Agenda item(s) for future Committee of the Whole:**

212 Salary Administration

289 Normal Weekly Hours

Short Takes video

Reporting Board volunteer time

Art Advisory Group

Staff Directory

Congruity of Board votes: 1001 Bylaws/202 Personnel Files

Jo Beckwith, President

6/6/2017