

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

Date, and Location: Tuesday, July 7, 2020, Virtual Meeting

Members Attending: Anne Linsdau-Hoeppner, Jennifer Cheng, George Kotsinis, Katherine Arnold, Jo Beckwith, Bonnie Sutton (7:05), Andrea Farr Capizzi (7:12), Ryan Livergood

Also Attending: Noreen Reese, Gina Ornelas, Jessica Stalker, Steven Jacobs, Sandy Beda, 2 other phone numbers

Overall Summary:

The meeting was called to order at 7:00 p.m. President Beckwith addressed the requirements of the Government Emergency Administration Act (P.A. 100-0640-6799) and confirmed that each Trustee and Executive Director Livergood could hear the discussion. Committee of the Whole included: Buildings and Grounds, Policy, Personnel, Finance, and General topics. Reports of each area follow. Trustee Farr Capizzi moved and Trustee Linsdau-Hoeppner seconded to adjourn the meeting. The motion carried on a roll call vote: Ayes: Linsdau-Hoeppner, Cheng, Kotsinis, Arnold, Sutton, Farr Capizzi, Beckwith. Committee of the Whole adjourned at 8:19 p.m.

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

581 Workplace Monitoring: No changes. Consensus to approve via consent.

526 Cell Phone Use: No changes. Consensus to approve via consent.

530 Remote Work: New policy including a Remote Work Agreement form. No changes to the policy. Remote Work Agreement changes: 1) Start and end dates (*not to exceed one year*); 2) Lead sentence to final list: ***WNPLD will reimburse an employee for authorized work expenses under the following conditions:***; 3) Addition to final list: ***Remote work expenses over \$500 incurred by the Executive Director require Board approval.***

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

Audit of Regular Minutes FY 2019-2020: Trustees Sutton and Beckwith do this year's audit.

Quarterly Review of Board Self-Evaluation Goals: The Board agreed that our original goals from March are on hold: Increase interaction with the FOL; Increase focus on financial acumen; Work on Board succession planning. In light of current circumstances, we will be mindful of the following alternative considerations: Keeping WNPL vital and responsive in the chaotic environment of a pandemic and recovery; Prioritizing the safety of staff and patrons as the Library reopens; Managing through monumental change.

Equity, Diversity, and Inclusion (EDI) Committee: Under Ryan's leadership, staff will be forming an EDI Committee to explore opportunities to promote a more equitable, diverse, and inclusive workplace. Trustee participation could involve collaborating with trustees from other community organizations. The Skokie Public Library is a leader in this area; their efforts could provide a starting point for WNPLD to customize efforts to best serve our community.

Library Operations Update: ED Livergood praised Circulation and Security teams for their efforts in providing contactless pickup of library materials. Adult and Youth Services are creating great virtual programming. Phase 6 will include open stacks, Business Center (1 person at a time), and self-checkout. Also, computer access (guidelines TBD). Some areas of the library will remain closed. Masks will be required for those over the age of 2.

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

Approve policy 581 Workplace Monitoring as presented (consent)

Approve policy 526 Cell Phone Use as presented (consent)

Tasks Pending (if any) Who – What – When:

Ryan: Send link to results of the study of Covid-19 living on library materials

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

Consideration of in-person Board meetings

Jo Beckwith, President

7/7/2020