

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

Date, and Location: August 1, 2017, McCullough Board Room

Members Attending: George Kotsinis, Andrea Farr Capizzi, Kathleen Kettman, Bonnie Sutton, Ryan Livergood, Jo Beckwith

Members Absent: Tom Colwell, Anne Linsdau

Also Attending: Noreen Reese

Overall Summary:

The meeting was called to order at 7:01 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 Sutton seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:49 p.m.

Public Comment: Nancy Sheldon addressed the Board regarding the opening on the RAILS Board. She found it a very valuable experience when she served on the NSLS Board and encouraged Trustees to consider applying for the vacancy on the RAILS Board.

Personnel Topics: 280 Normal Work Hours: Word clarity changes only. Consensus to approve via the consent agenda.

General Topics:

Patron suspension appeal: The Board considered the appeal and will take no action. The revocation of library privileges stands. The Board commends the Security Staff and the Executive Director for prioritizing the safety of all patrons and staff and expresses its gratitude to the Gurnee Police Department for their assistance. The descriptions of Public Comment and Public Forum will be made clearer in future agendas.

IPLAR: The IPLAR Report will be on the agenda for approval at the Regular Meeting of August 15, 2017. Trustees should direct their questions to Ryan prior to that meeting.

Trustee Development - United for Libraries Short Takes Video: Postponed due to time constraints.

Board Knowledge Project: To avoid OMA violations, keep tech skills manageable for all levels, and attempt to target documents to their users, we will use George's template and organize documents by function (General, Process, Finance, Policy, and Personnel) or by the Trustee who uses them; i.e. Secretary, Policy Chair, Treasurer, President, etc. The final product will be printed documents in a binder, with flash drives containing the documents. Documents will be edited as needed by the person who is using them; after editing a document, the user will update the binder by replacing the hard copy with the new version.

Reporting Board Time: The IPLAR Report does not include Trustee volunteer hours. There is no need for the Board to formally report this.

The Loan Star Program will be discussed at an upcoming staff meeting.

Recommendation(s) for Board Action (if any):

Approval of Personnel Policy 280 Normal Work Hours as presented (consent)

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

Kathleen: schedule policy 3060 to discuss revocation of library privileges.

George and Jo: meet to review documents in the Board Cabinet.

All Trustees: Send documents to George with template attached.

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

Loan Star Program

Board Knowledge Project

Submitted by/date:

Jo Beckwith, President

8/1/17