

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

Date, and Location: Tuesday, August 7, 2018, McCullough Board Room

Members Attending: Anne Linsdau, Andrea Farr Capizzi (7:09 p.m.), George Kotsinis, Kathleen Kettman, Bonnie Sutton, Jo Beckwith, Ryan Livergood

Members Absent: Tom Colwell

Also Attending: Noreen Reese

Overall Summary:

The meeting was called to order at 7:00 p.m. Committee of the Whole included: Finance, Policy, Personnel, and General topics. The Board entered into Executive Session at 7:12 p.m. It reconvened in open session at 8:17 p.m. Reports of each area follow. Trustee Linsdau moved and Trustee Farr Capizzi seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:52 p.m.

Finance Topics:

Financial Statements were postponed to the August 21, 2018 Regular Meeting.

The Treasurer's Annual Report of all receipts and expenditures will be on an upcoming Regular Meeting agenda.

Personnel Topics:

324 Employee Assistance Program: Removed EAP company name, as it is subject to change. Clarified confidentiality practices of the EAP and WNPLD. Clarified location of EAP information. Replaced uses of "you" with more neutral language. Consensus to approve.

326 Flexible Spending Account (FSA): Removed specific contribution amounts, as they are subject to change. Added information on annual changes and how eligible employees are informed about this. Consensus to approve.

General Topics:

The Board selected Jennifer Cheng to fill the vacancy on the Board. She will be sworn in at the August 21, 2018 Regular Meeting.

WDC/Fundraising Update: Ryan gave an update. Discuss further at September CW.

Illinois Public Library Annual Report (IPLAR) for 2018: This will be on the August Regular Meeting for approval. Trustees should read the report and let Ryan know of any problems they find in the document.

Semi-Annual Review of Closed Minutes: The review is ready for the August regular meeting.

Committee of the Whole calendar: The Board will schedule CW each month and assess on an ongoing basis whether to hold or cancel the meeting. Factors in the decision will include: anticipated attendance, specific meeting dates, and agenda items required.

Per Capita Grant Training and Development Requirements: All Trustees are required to read chapters 6-10 of *Trustee Facts File* included in the packet. We will complete the other requirements at a future CW meeting.

Andrea Farr Capizzi's visit to CPL – postponed to the September CW agenda

Trustee Memberships to ALA and ILA: Trustees are considering whether they would like either membership.

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

Approve 324 Employee Assistance Program (consent)

Approve 326 Flexible Spending Account (FSA) (consent)

Approve Semi-Annual Review of Closed Minutes (unfinished business)

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

All Trustees: Read IPLAR Report. Let Ryan know of any problems encountered.

All Trustees: Read *Trustee Facts File, Chapters 6-10*

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

Discuss WDC – Stu Wilson suggestions and future direction of the group

Andrea Farr Capizzi: Slides of visit to CPL

Decision on memberships to ALA and ILA

Jo Beckwith, President

8/7/18