

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

Date, and Location: Tuesday, August 4, 2020, Virtual Meeting

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

Also Attending: Gina Ornelas, Noreen Reese, Patty Sawin

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 unanimous roll call vote. Committee of the Whole adjourned at 7:43 p.m.

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

516 Computer and Email Usage: No changes. Consensus to approve via consent.

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

2020 Illinois Public Library Annual Report (IPLAR): The IPLAR report was presented and discussed. Any further questions can be directed to Ryan. The report will be on the August Regular Meeting agenda for approval.

Equity, Diversity, and Inclusion Committee: At least 10 staff members are interested in serving on the committee. They will meet in the next two weeks to begin forming their mission and goals.

Library Operations Update: The Library is in Phase 6 of reopening. Rules for masks, social distancing, and the like are in place. Enforcing the rules has presented a few challenges, but all were resolved without incident. Many patrons expressed their gratitude and appreciation. Circulation on opening day was 1,600; this has leveled off to a more normal level. Traffic flow has been good and has not required that patrons wait to enter the building. Ryan is looking into changing the phone system to accommodate staffing challenges. A few employees did quit their jobs rather than return for the reopening. While staffing is lean, there is an unofficial hiring freeze since full reopening is still not predictable. Restoring face-to-face Board meetings was discussed. Ryan and staff will examine the use of space to see if accommodations can be made for this. He will also check with legal counsel on whether the current OMA suspension would allow for some trustees to be in the library and some to participate remotely.

Resolution 2020/2021-1 Authorizing Temporary Allocation of Paid Sick Leave: This resolution is an extension of the same resolution passed by the Board in March. It will be voted on at a Special Meeting to immediately follow this CW meeting.

All Trustees joined Jennifer in her praise of Staff during the reopening.

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

Approve personnel policy 516 Computer and Email Usage (consent)

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

Examine options for upgrading phone system - Ryan

Explore space allocation for 2 Board meetings per month - Ryan

Check with library attorney regarding remote participation at Board meetings for some Trustees – Ryan

Check on numbers for summer reading – Ryan and Noreen

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

512 Business Travel

515 Social Media Usage

Jo Beckwith, President

8/4/2020