

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

Date, and Location:

Tuesday, September 1, 2020, Virtual Meeting via Zoom

Members Attending:

Bonnie Sutton, Jennifer Cheng, Anne Linsdau-Hoepfner, Andrea Farr Capizzi, Katherine Arnold, George Kotsinis

Members Absent:

Jo Beckwith

Also Attending:

Ryan Livergood, Noreen Reese, Gina Ornelas, Sandra Beda

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 Linsdau-Hoepfner moved and Trustee Farr Capizzi seconded to adjourn the meeting. The motion carried on a roll call vote with all present voting aye. Committee of the Whole adjourned at 7:59 p.m.

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

Started at 7:16

512 Business Travel Expenses:

No changes. Consensus to approve via consent.

515 Social Media Usage:

The Board raised a concern about the sentence, "An employee's social media posts should reflect positively on WNPLD." The consensus was to remove this line.

The Board also discussed requiring staff to identify as being WNPL employees in their personal social media profiles, but the consensus was to allow staff to continue to do so voluntarily without making this a blanket requirement.

George to document changes in a new draft of the proposed policy.

Board to discuss revised draft under New Business at next Board Meeting.

Ended at 7:27

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

Started at 7:27

a. Library operations update

Foot traffic is increasing in the Library with the start of school.

Ryan was quoted in a News Sun Article discussing our new WiFi hotspot service.

Article Link: <https://www.chicagotribune.com/suburbs/lake-county-news-sun/ct-Ins-lake-libraries-reopen-st-0831-20200828-p6kw5oailzhapc54u4wqgchhjm-story.html>

The LED Lighting vendor the Library worked with the past has proposed a no-bid phased approach contract where they would provide a fixed discount to complete all of the lighting work based on the overall program cost, but split the upgrade program into multiple project phases each of which would be treated as a separate project.

Ryan will run this proposal past Roger to see if this approach acceptable under open bid laws and will bring this proposal back to the Board for a decision afterward.

The vault is now open for browsing.

The REALM project has new research now recommending a 5-day quarantine period for returned materials and the Library has adjusted its quarantine periods accordingly. Some patrons have complained that the longer quarantine period is resulting in overdue notices being sent for materials they have already returned. Ryan indicated that there is no easy solution for that issue but, since we are fine free, there is very limited impact to patrons aside from some confusion over returned materials.

b. Strategic Planning 20-22

Ryan asked for Board feedback on when to restart the strategic planning process. Consensus was to keep project on hold revisit after three months.

Jennifer had some difficulty speaking on the call and had to reconnect via phone. On reconnecting, Jennifer brought up some questions about the costs of the Hoopla service and whether Hoopla usage is still increasing and whether the Library is still having trouble getting enough access to digital materials.

c. Proclamation Friends of the Library Week

We still have an open dialog with our Friends group even though they are not meeting in person right now. Jo usually writes this proclamation with help from Jan and Sandy. Ryan will reach out to Jo.

Ended at 7:59 PM

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

Personnel Policy 512 Business Travel Expenses: Consent Agenda
Personnel Policy 515 Social Media Usage: New Business
Update of Real Estate Taxes Collected (Information): New Business

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

Ryan to follow up with Jo regarding the Proclamation for Friends of the Library Week
Ryan to follow up with Roger about the proposal for the LED lighting project
George to make agreed upon revisions to Personnel Policy 515 Social Media Usage and send to Jo

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

Personnel
Use of equipment and vehicles

Submitted by/date:

George Kotsinis, Vice President
September 9, 2020