

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

Date, and Location: Tuesday, October 2, 2018

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

Also Attending: Kevin Getty, Meg Schmaus, Noreen Reese

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 Sutton moved and Trustee Linsdau seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:45 p.m.

Finance Topics:

The audit should be ready in a couple of weeks.

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

Personnel Policy 305 Holidays: Consensus to approve.

Jo shared a timeline for Ryan's annual evaluation. No changes were suggested. George will automate the evaluation survey.

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

Transition to fine free was discussed. Timeline: Public announcement mid-late November; Soft rollout December 10; official beginning date: Jan. 2, 2019. A staff committee talked with other libraries about the best way to get materials back, bookmobile considerations, how Sierra works with switching to fine free, and reciprocal borrowers.

There was not sufficient time to watch the Per Capita Grant Training video. Ryan will send out a link so that each Trustee may watch it on their own time.

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

Personnel policy 305 Holidays: Approve as presented (consent agenda)

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

Ryan: send Trustees the link to the Per Capita Grant training video

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

303 Vacation Benefits

Jo Beckwith, President

10/2/2018