

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

Date, and Location: Tuesday, October 6, 2020, Virtual Meeting

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

Also Attending: Gina Ornelas, Noreen Reese, Sandy 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. President Beckwith moved and Trustee Kotsinis seconded that the Board enter executive session 5ILCS 120/2(c)(1) to discuss the performance of a specific employee with Executive Director Ryan Livergood present. The motion carried on a unanimous roll call vote. The Board entered Executive Session at 8:34 p.m. The Board meeting reconvened at 8:59 p.m. President Beckwith moved and Trustee Kotsinis seconded that the Board enter executive session 5ILCS 120/2(c)(1) to discuss the performance of a specific employee. The motion carried on a unanimous roll call vote. The Board entered Executive Session at 9:01 p.m. The Board meeting reconvened at 9:17 p.m. Trustee Farr Capizzi moved and Trustee Linsdau Hoepfner seconded to adjourn the meeting. The motion carried on a unanimous voice vote. Committee of the Whole adjourned at 9:17 p.m.

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

508 Use of Equipment and Vehicles: Changes added from HR Source. Minor changes made. Consensus to approve as amended.

The timeline for ED Livergood's annual evaluation was reviewed and approved by the Board.

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

Operations Update: Attendance has been steady. Computer use has been lengthened to one hour. This is good for both patrons and staff. Personnel change: Eddie Kristan will be in Adult Services half-time and Staff Development and Training half-time. There is a vacancy for a Security Supervisor. The new phone system is moving forward – date of completion tbd. The bid process for the LED lighting project is moving ahead. Evaluation season is imminent; forms will be edited to include covid adjustments. Trustee Farr Capizzi inquired about WNPL efforts to register voters. The Library is not registering voters this year due to limited staffing. This information will be added to the Library website. All employees are working both at the library and from home. The ratio of library to home hours varies from employee to employee, depending on the work done, the distancing possible within the department, and the needs of each employee to balance f2f hours with library hours. Due to quarantining of materials, the Library is not suspending accounts for late returns. Communications with patrons have been adjusted to alert them that though quarantining does delay the check-in of materials, it will not result in fines or suspension of library privileges.

“Who Do We Serve?” Presentation by Edward Kristan: Eddie discussed the WNPLD community with respect to specific considerations on equity, diversity, and inclusion. The community was described regarding size, communities, income, language, age, and racial makeup. Trustees expressed their appreciation for this excellent presentation.

The date for November Committee of the Whole was changed to Monday, November 2.

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

Approve 508 Use of Equipment and Vehicles (consent)

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

George: Research the effectiveness and cost of language translation headphones and their use at WNPL service points

Ryan: Summarize and share work and results of Waukegan Public Library Ambassadors

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

Information on language translation headphones

Jo Beckwith, President

10/6/2020