

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

Date, and Location: Monday, November 2, 2020, Virtual Meeting

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

Also Attending: Gina Ornelas, Noreen Reese, Jan March, Sandy Beda, Noreen Reese, Doug Wideburg, Kevin Smith

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-Hoeppner moved and Trustee Beckwith seconded to adjourn the meeting. The motion carried on a unanimous roll call vote. Committee of the Whole adjourned at 7:56 p.m.

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

The footer for 1061 Harassment, Discrimination and Retaliation has been changed so that it also references staff policy 703 Harassment, Discrimination and Retaliation. This is because they each have the same exhibit. The footer will ensure that if the exhibit is edited for one policy, the same edit will be made in the other. No other review was made to 1061, so the review date was not changed.

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

Policy 703 Harassment, Discrimination and Retaliation is up for review in 2021. The change in the exhibit footer will be part of that review. Forms included it two other personnel policies were also changed to the exhibit format without further editing. They are: 512 Business Travel Expenses and 530 Remote Work.

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

Library Operations Update: A staff member has tested positive for Covid. The information has been shared with the public. Protocols have been checked, and there have been no other staff cases. RAILS has modified its recommendation of the time for quarantining materials to 72 hours. This will allow materials to be handled and checked in sooner. WNPL is still in Phase 6. Computers have been changed to one-hour use, and staff are decreasing the amount of close proximity assistance they offer to computer users. To alleviate this problem, they are looking into software that will allow them to assist and instruct computer users by mirroring between computers while at a safe distance. Covid cases in Illinois are rising – 9.1% on October 31. There has been little to no guidance for libraries on the state or federal level, and there is a wide range of how Illinois libraries are managing service in the Covid crisis. For example, Vernon Area has never opened to the public. Grayslake has been open but will shut down again on November 4, 2020. Most libraries are operating similarly to WNPL. Staff is increasingly concerned and stressed. An EAP is available for staff who may be having difficulty dealing with that stress. The Board expressed support for staff and their safety. They also expressed their confidence in the decision making of Ryan and the Management Team. The Board will support changes in service if warranted and recognize that change may come at short notice due to the unpredictability of the pandemic.

ED Annual Evaluation: All surveys have been successfully returned. George is calculating the results. The Board will meet in ES at the November Regular Meeting to give input their. They committed to bringing comments and ideas for the written document so that it reflects the ideas of all Trustees.

Per Capita Grant Requirements: The new per capita grant requirements require that Board review *Serving Our Public 4.0: Standards for Illinois Public Libraries* prior to the submission of the grant application. The grant deadline has been extended to at least March. We will do 4 chapters, 4 chapters, and 5 chapters at each of the next CW meetings.

Announcements: Ryan mentioned the Adopt a Restaurant efforts in Gurnee. More information can be found here:
<https://nextdoor.com/post/166273814>

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

Trustees: Next steps of ED Evaluation

Jo Beckwith, President

11/2/2020