

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

Date, and Location: Tuesday, December 5, 2017, McCullough Board Room

Members Attending: Kathleen Kettman, Bonnie Sutton, Anne Linsdau, Tom Colwell, Andrea Farr Capizzi, George Kotsinis (7:03 p.m.), Jo Beckwith, Ryan Livergood

Also Attending: Noreen Reese, Nancy Sheldon

Overall Summary:

The meeting was called to order at 7:00 p.m. Committee of the Whole included: Finance, Policy, Buildings and Grounds, Personnel, and General topics. Reports of each area follow. Trustee Farr Capizzi moved and Trustee Kotsinis seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:35 p.m.

Public Comment:

Nancy Sheldon spoke about term length. She provided a copy of her remarks prior to speaking. They are appended.

Personnel Topics:

P.A. 100-0554, which was passed on 11/16/17, requires that we adopt a policy on sexual harassment by resolution. Though staff policy 703 Sexual and Other Unlawful Harassment touches on the required elements, the sample policy recommended by legal counsel will be used. Because it applies to both employees and Trustees, it will be a Board policy: 1061 Harassment, Discrimination and Retaliation. There are questions for Roger Ritzman. The Staff Manual will refer employees to policy 1061, and a copy will be included in the Staff Manual. Other policies may need to be tweaked as a result of this.

General Topics:

Board Development: The Board watched the video *Run, Hide, Fight*, which depicts what to do in an active shooter event. This satisfies a FY2018 requirement for the Illinois Public Library Per Capita Grant.

Term Length: Consensus was to adopt a resolution to change the length of WNPLD Trustee terms from 6 years to 4 years.

Net Neutrality: Ryan and George explained the concepts of net neutrality and the consequences for both libraries and consumers if it were to be eliminated. George will provide further information.

Recommendation(s) for Board Action:

Move that the Board adopt Resolution 2017/2018-? on Harassment, Discrimination and Retaliation (new business)
Move that the Board approve Policy 1061 Harassment, Discrimination and Retaliation as presented (new business)

Tasks Pending Who – What – When:

Ryan: get answers from Roger on questions in 1061 Harassment, Discrimination and Retaliation.
Jo: finalize policy 1061 for the December Board packet.

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

703 Sexual and Other Unlawful Harassment
301 Employee Benefits
Short Takes Video: Board Self Evaluation

Jo Beckwith, President
12/5/17