

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

Date, and Location: Tuesday, December 4, 2018, McCullough Board Room

Members Attending: Jennifer Cheng, Anne Linsdau, Andrea Farr Capizzi, Kathleen Kettman, Bonnie Sutton, George Kotsinis (7:09 p.m.), Jo Beckwith, Ryan Livergood

Overall Summary:

The meeting was called to order at 7:00 p.m. Committee of the Whole included: Finance, Policy, Personnel, and General topics. Reports of each area follow. Trustee Linsdau moved and Trustee Sutton seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 7:58 p.m.

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

Personnel policies 303 Vacation Benefits and 305 Sick Leave will be postponed to 2019. In order to stay on schedule, three personnel policies from the 400 series will be on the December Regular agenda.

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

ED evaluation: Jo reminded Trustees to provide feedback on Ryan's evaluation document by Friday, Dec. 9 at 5:00 p.m. At that time, she will finalize the document and forward it to Ryan. The Board will meet with him in executive session at the December Regular Board meeting.

Semi-annual review of exec session minutes: Jo reminded Bonnie and George that the semi-annual review is needed for the January Regular Board meeting agenda.

Per Capita Grant Requirements: All Trustees have completed the FY2019 Per Capita Grant requirements of reading chapters 1-6 of Trustee Facts File, 3rd ed., watching the video on library service to patrons with disabilities, and familiarizing themselves with the Illinois Veterans' History Project.

Trustee Development: The Board watched the United for Libraries Short Takes video on Board Ethics.

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

None

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

Kathleen – put Board policies 1010 Trustee Code of Ethics and Behavior and 1020 Conflict of Interest on the policy agenda for 2019.

Personnel and General Agenda item(s) for next Regular Agenda:

401 Timekeeping
403 Paydays
409 Administrative Pay Corrections

Jo Beckwith, President
12/4/18