

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

Date, and Location: Tuesday, December 3, 2019, McCullough Board Room

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

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 Kotsinis moved and Trustee Farr Capizzi seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:30 p.m.

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

702 Drug and Alcohol Use: Minor changes to wording. Consensus to approve as new business.

Executive Director evaluation: Jo has sent the draft of the evaluation to all Trustees. Deadline for feedback is Sunday, December 8 at 5 p.m.

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

Semi-annual review of closed session minutes: Bonnie and George will review the exec session minutes and submit their report for the January 2020 Regular Meeting agenda.

Strategic Plan 2020-2022: Questionnaire for patron feedback should launch this week in both English and Spanish.

Per Capita Grant Requirements: Ryan gave the Board a “tour” of the Digital Public Library of America and the Illinois Digital Archives. The Board watched the second half of *Librarian Evolution: Libraries Thrive When We Change*. Trustees have not all completed reviewing chapters 11-Appendices of *Trustee Facts File*, 3rd edition. Those who haven’t done so, should inform Ryan when they have completed the requirement.

Association memberships: The budget includes one trustee membership for both ALA and ILA. Bonnie will be this year’s ALA member, and Anne will be this year’s member of ILA.

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

Approve personnel policy 702 Drug and Alcohol Use (new business)

Jo Beckwith, President
12/3/19