

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

Date, and Location: Tuesday, December 1, 2020, Virtual Meeting

Members Attending: Anne Linsdau-Hoeppner, Bonnie Sutton, Jennifer Cheng, Andrea Farr Capizzi, 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, Personnel, and General topics. Reports of each area follow. Trustee Linsdau-Hoeppner moved, and Trustee Kotsinis seconded to adjourn the meeting. The motion carried on a unanimous roll call vote. Committee of the Whole adjourned at 7:45 p.m.

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

President Beckwith sent the draft of ED Livergood's annual evaluation to all Trustees. The deadline to respond with comments is Sunday, December 6 at 5 p.m. She will also be contacting each Trustee individually regarding the evaluation.

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

Library Operations Update: Illinois is in Tier 3. Lake County has stabilized for now, but the post-Thanksgiving impact is unknown. WNPL will remain closed. Staffing issues due to exposure and quarantining preclude reopening.

Strategic Planning: This discussion will be postponed until 2021.

Board Orientation: The updated Trustee Orientation information is nearly finished. The Board will receive information about accessing the new platform when it is finalized. Thanks to Amy Blanchard for her stellar work on this.

Per Capita Grant requirements – Review *Serving Our Public 4.0 Standards for Illinois Public Libraries*: Chapters 1-4: Core Standards, Governance and Administration, Personnel, and Access: Areas needing consideration and attention are: 1) Strategic Planning (delayed due to Covid-19); 2) Create a Technology Plan; 3) Create a Succession Plan; 4) Assess Space Needs; 5) Improve Street Signage; 6) Perform Internal Signage Audit; 7) Factor in 3-year evaluation of most Board policies into policy scheduling plan; Assess Trustee Orientation materials with respect to Appendix D.

Semi-Annual Review of Closed Sessions: Trustees Sutton and Beckwith will perform the review for the January Regular Meeting.

Procedures for Consolidated Election Filing nomination papers: Since the Library is not open as usual, the procedures have been changed. There is a notice at the Library entrance, and the Library issued a press release regarding this. Monday, 12/14: Candidates can file petitions from 10-11 a.m. at the front door of the Library. Petitions can be filed from Tuesday, 12/15 through Friday, 12/18 by appointment. On Monday, 12/21, petitions can be filed at the Library entrance from 4-5 p.m. If a lottery is needed for ballot order, it will take place on Tuesday, 12/22.

January CW Meeting: The January 2021 Committee of the Whole meeting is cancelled.

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

Jo – Contact Trustees individually regarding Ryan's evaluation

Jo - Check *Serving Our Public 4.0 Standards for Illinois Public Libraries, Appendix D* against the Trustee Orientation Information on the ExtraNet (January).

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

Strategic Planning (January Regular Meeting)

Jo Beckwith, President

12/1/2020