

Warren-Newport Public Library District
Board of Trustees

Regular Meeting

June 18, 2024 7:00 PM

McCullough Board Room

AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Pledge of Allegiance. {<1 }
- III. Reading of the Mission Statement. {<1 }
- IV. Public Comments, Correspondence and Communications. INFORMATION {20 }
 - a. Public Comments.
The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
 - b. Written:
 - i. Memoranda from legal counsel, if any.
 - ii. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5 }
 - a. Approval of Secretary's Reports:
 - i. Minutes of Regular Meeting May 21, 2024
 - ii. Minutes of Executive Session May 21, 2024, to remain closed to the public
 - b. Approval of payrolls for May 2024
 - c. Approval of bills payable for April 2024
 - d. Patron Suggestions May 2024
 - e. Approval of Board Policies:
 - i. 2015 Imprest Account
 - ii. 2022 Endowment Fund
 - iii. 2040 Wage Scale
- VI. Item(s) removed from consent agenda, if any. ACTION {5 }
- VII. President's report. INFORMATION {5 }
- VIII. Reports of other trustees. INFORMATION {5 }

IX. Executive Director's report June 2024. INFORMATION {5}

X. Old Business

- a. Space Audit report update. INFORMATION {15}
- b. Approval of Annual budget for FY 2024-2025. ACTION {10}
MOTION: THAT THE BOARD APPROVE THE ANNUAL BUDGET FOR FY 2024-2025 AS PRESENTED.
- c. Approval of Board Policy 3010 Hours of Operation. ACTION {5}
MOTION: THAT BOARD POLICY 3010 HOURS OF OPERATION BE APPROVED AS PRESENTED.

XI. New business

- a. Approval of Monthly Financial Statements for April 2024. ACTION {5}
MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR APRIL 2024 AS PRESENTED.
- b. Reports of Standing Committees: Committee of the Whole June 4, 2024. ACTION {5}
 - i. Finance
 - ii. Building & Grounds
 - iii. Policy
 - iv. Summary, Personnel and General
MOTION: THAT THE REPORTS FOR COMMITTEE OF THE WHOLE JUNE 4, 2024, BE APPROVED AS PRESENTED.
- c. Approval of Personnel Policy 314 Educational Assistance. ACTION {5}
MOTION: THAT PERSONNEL POLICY 314 EDUCATIONAL ASSISTANCE BE APPROVED AS PRESENTED.
- d. Ordinance 2023/2024-8 Schedule for Regular Meetings for FY 2024-2025. ACTION {5}
MOTION: THAT THE BOARD APPROVE ORDINANCE 2023/2024-8 SCHEDULE FOR REGULAR MEETINGS FOR FY 2024-2025 AS PRESENTED .
- e. Ordinance 2023/2024-9 To Transfer Money to the Special Reserve Fund. ACTION {10}
MOTION: THAT ORDINANCE 2023/2024-9 TO TRANSFER \$600,000 TO THE SPECIAL RESERVE FUND BE APPROVED AS PRESENTED
- f. Board quarterly self-evaluation and goals. INFORMATION {20}
- g. Other potentially actionable items: Agenda items for July 2024 Regular Meeting. INFORMATION {5}
 - i. Financial Statements for May 2024

- ii. Building and Maintenance Tax Ordinance
- iii. Annual review of Non-resident Card Program Ordinance
- iv. Tentative Budget and Appropriations Ordinance
- v. Annual Audit of Secretary's Reports for FY 2023-2024
- vi. Semi-annual review of closed sessions minutes
- vii. Executive Director quarterly review
- viii. Window signage update
- ix. Board Policies:
 - 1. 3048 The Workshop
 - 2. 4030 FOIA
- x. Personnel Policies
 - 1. TBD
- xi. Other

XII. Public forum {15}

The Board of Trustees allows up to 15 minutes for Public Forum. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.

XIII. Announcements {5}

a. By the chair:

- i. Communications to the public
- ii. Upcoming calendar:
 - 1. No Committee of the Whole July 2024.
 - 2. Library Closed: Independence Day, Thursday, July 4, 2024.
 - 3. Regular Meeting, Tuesday, July 16, 2024, 7:00 p.m.
 - 4. Next Committee of the Whole Meeting, Tuesday, August 13, 2024, 7:00 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 154 minutes }