

Warren-Newport Public Library District Board of Trustees

Regular Meeting

Tuesday, October 15, 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 {2}
 - a. Reports of Standing Committees: Committee of the Whole October 1, 2024:
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General
 - b. Approval Monthly Financial Statements July 2024
 - c. Approval of payrolls for August and September 2024
 - d. Approval of bills payable for August 2024
 - e. Patron Suggestions September 2024
 - f. Approval of Board Policies:
 - i. 3013 Library Card
 - ii. 3023 Fines and Fees
 - iii. 3025 Interlibrary Loan
 - iv. 4005 Volunteers

- v. Board Policies reflecting changes in the reorganization at WNPL:
 - 1. 3020 Circulation
 - 2. 3050 Meeting Rooms
 - 3. 3055 Display and Literature Distribution
 - 4. 4025 Community and Media Relations

g. Approval of Personnel Policy 317 Life Insurance

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

- 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 October 2024. INFORMATION {5}
- X. Old Business
 - a. Facility Improvement Plan Overview and Next Steps. INFORMATION AND POSSIBLE ACTION {30}
 - b. Bookmobile update. INFORMATION {5}
- XI. New business
 - a. Secretary's report. Approval of Minutes of Public Hearing for Budget and Appropriation FY 24-25 and Regular Meeting September 17, 2024. ACTION {5}
MOTION: THAT THE BOARD APPROVE THE MINUTES OF PUBLIC HEARING AND REGULAR MEETING SEPTEMBER 17, 2024, AS PRESENTED.
 - b. Secretary's report. Approval of Minutes of Special Meeting October 8, 2024. ACTION {5}
MOTION: THAT THE BOARD APPROVE THE MINUTES OF SPECIAL MEETING OCTOBER 8, 2024, AS PRESENTED.
 - c. Approval of Monthly Financial Statements for August 2024. ACTION {10}
MOTION: THAT THE MONTHLY FINANCIAL STATEMENTS FOR AUGUST 2024 BE APPROVED AS PRESENTED.
 - d. Resolution 2024/2025-2 To Determine the Estimate of Funds Needed for FY 2024-2025. ACTION {5}
MOTION: THAT RESOLUTION 2024/2025-2 TO DETERMINE THE ESTIMATE OF FUNDS NEEDED FOR FY 2024-2025 BE APPROVED AS PRESENTED.
 - e. Other potentially actionable items: Agenda items for November 2024 Regular Meeting. INFORMATION {5}

- i. Monthly Financial Statements for September 2024
- ii. Levy Ordinance
- iii. Treasurer's Report of Annual Receipts and Disbursements
- iv. Audit Report FY 2023-2024
- v. Executive Director's Annual Performance Evaluation review
- vi. Board Policies:
 - 1. 3045 The Vault
 - 2. 3065 Technology Use by the Public
- vii. Personnel Policies:
 - 1. 319 Disability Benefits
 - 2. 601 Leaves of Absence
 - 3. 603 Personal Leave
 - 4. 605 Military Leave
- viii. 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. Library After Dark, October 19, 2024, 6:00 p.m.
- 2. National Friends of the Library Week, October 20 – 26, 2024.
- 3. Friends of the Library Meeting, Thursday, October 24, 1:00 pm
- 4. Friends Book Sale: Saturday, November 2, 2024, 10 a.m. – 3 p.m.
- 5. Filing Trustee Candidate Petitions for the Consolidated Election April 1, 2025, at WNPL Administration Office from Tuesday, November 12 – Friday, November 15, 2024, 10:00 a.m. – 4:30 p.m. and last day Monday, November 18, 2024, 10:00 a.m. – 5:00 p.m.
- 6. Committee of the Whole, Tuesday, November 12, 2024, 7:00 p.m.
- 7. Regular Meeting, Tuesday, November 19, 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 131 minutes}