

WARSAW COMMUNITY PUBLIC LIBRARY
310 East Main Street
Warsaw, IN 46580

LIBRARY DIRECTOR
Ann M. Zydek
April 5, 2023

BOARD OF TRUSTEES MEETING AGENDA
April 10, 2023, 4:00 P.M.
MEETING ROOM A/B

- A. CALL TO ORDER
- B. INTRODUCTION OF GUESTS
- C. READING AND APPROVAL OF AGENDA BOARD ACTION
- D. MINUTES OF LAST MEETING BOARD ACTION
- E. TREASURER'S REPORT BOARD ACTION
 - 1. March 2023 Financial Report
 - 2. Claims for April 2023
 - 3. Investments
- F. DIRECTOR'S REPORT
 - 1. Departmental Reports and Statistics for March 2023
 - 2. Staff/Trustee Update
 - 3. Building and Equipment Report
- G. COMMITTEE REPORTS
 - 1. Director Recruitment Process
- H. OLD BUSINESS
- I. NEW BUSINESS BOARD ACTION
 - 1. Recruitment Committee Authority
- J. ADJOURNMENT BOARD ACTION

**WARSAW COMMUNITY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
March 13, 2023**

CALL TO ORDER

President Chris Merrill called the meeting to order at 4:03 PM on Monday, March 13, 2023. Members present: Jen Hicks, Ben Rice, Barbara Beck, Jill Beehler and Cathi Zdenek. Member absent without prior notice: Tim Keyes. Also present: Director Ann Zydek, Business Administrator Renee Sweeny, Marketing Administrator Robin Fosnaugh, and InkFree News Journalist Liz Shepherd.

READING AND APPROVAL OF AGENDA

The agenda of the March 13, 2023 meeting was reviewed. Jill Beehler moved

THAT the board approves the agenda as presented.

SECOND: Cathi Zdenek

MOTION: Passed

READING AND APPROVAL OF MINUTES

The minutes of the February 13, 2023 monthly meeting was reviewed. Ben Rice moved

THAT the board approves the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

The minutes of the February 13, 2023 Board Goals Retreat was reviewed. Jill Beehler shared "As I reread it I thought boy, we sure came up with some good ideas. If we could get all those programs going that would be wonderful. When I was at the parks board meeting they said that whoever corresponds with them had already set up a meeting with them, and they were going to work on some senior activities with the two groups working together." Cathi Zdenek moved

THAT the board approves the minutes as presented.

SECOND: Barbara Beck

MOTION: Passed

TREASURER'S REPORT

Renee Sweeny reviewed the financial report, claims, and investments. Ben Rice moved

THAT the board approves the treasurer's report as presented.

SECOND: Cathi Zdenek

MOTION: Passed

DIRECTOR'S REPORT

Library Director Ann Zydek reported the library was closed February 20 for President's Day.

Ben Rice submitted the 2022 Annual Financial Report via Gateway on February 8. Ann submitted debt affirmation details on February 9.

Jean Robertson of the Indiana Public Retirement System was at WCPL on February 27 for a staff presentation. Several employees arranged one-on-one appointments with Jean following the presentation.

Otis Elevator was on site to repair the dumbwaiter on February 7.

Ann announced she planned to go with Horizon Landscapes for another two years with an increase of \$500 per year.

Jill inquired whom were the three certified librarians. Ann shared the librarians were in Children's Services, Information Services, and herself. Ann continued "There is a requirement for the department head in the Outreach Department to work towards. She is starting down that pathway."

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Chris shared he contacted the state about the recruitment process and was informed there was no official procedure. After talking with Renee, a head hunter is in motion. Chris suggested a committee be formed to handle the interviewing and hiring process. The committee will not make the final selection, but will report progress and recommendations to the board. The committee would probably meet every couple of weeks unless there was an increase in activity. Chris indicated that Tim Keyes asked to be on the committee. Also selected was Cathi Zdenek, Chris and Renee. Barbara Beck moved

THAT the board approves the committee as presented.

SECOND: Jill Beehler

MOTION: Passed

Jill will spearhead a committee when it forms to plan a retirement party for Ann.

ADJOURNMENT

With no further business, Jen Hicks moved

THAT the meeting is adjourned at 4:18 PM.

SECOND: Cathi Zdenek

MOTION: Passed

Respectfully Submitted:

Attested:

Robin Fosnaugh
Marketing Administrator

Jill Beeler
Secretary